

# **POSITION TITLE: FOOD SECURITY COALITION COORDINATOR**

**HOOD RIVER, OREGON**

**FULL TIME, NON-EXEMPT**

**POSITION CLOSING DATE: MAY 20TH, 2019 (PRIORITY DEADLINE)**

## **ORGANIZATIONAL OVERVIEW**

The Columbia Gorge Food Security Coalition is a collaborative group of 40+ organizations working across sectors to reduce hunger and strengthen the local food system. Partners include government agencies, medical providers, Columbia Gorge Food Bank, Washington State University, Oregon State University, the Columbia Gorge Health Council, tribal leaders, local business owners and many others.

Partners are working collaboratively in re-evaluating the entire food system landscape to map current services, identify gaps in the system, and align, identify and/or design new, more effective ways to fill those gaps.

The Coalition covers the 5 counties of the Gorge in both Oregon and Washington: Hood River, Wasco, Sherman, Klickitat and Skamania with some outreach in neighboring communities like Gilliam, Wheeler, Warm Springs and Yakima.

**Mission:** We cultivate partnerships, build understanding and take action to create an equitable local food system in which all people have access to nutritious and culturally appropriate food.

**Vision:** We envision a thriving community, where all people are nourished by a just and abundant regional food system.

**Equity Statement:** We commit to creating a just, equitable local food system based on solidarity and dignity. We acknowledge that the current food system is built and dependent upon the oppression of historically excluded communities. We will confront the systemic injustices that create and perpetuate poverty and hunger.

Gorge Grown Food Network is the backbone agency of the Food Security Coalition, and this position is housed within Gorge Grown, based out of Hood River. Gorge Grown's mission is to build a resilient and inclusive food local food system that improves the health and well-being of our community.

## **POSITION OVERVIEW**

The hiring committee is seeking a creative, dynamic and detail-oriented Coordinator to advance the collaborative work of the Columbia Gorge Food Security Coalition. This position demands high-level collaboration and problem solving skills, and experience facilitating meetings with a diversity of stakeholders to advance a common agenda. The Coalition Coordinator will build and

maintain strong relationships with individuals and organizations with a commitment to advancing diversity, equity and inclusion.

We encourage people of color, women, people who identify as LGBTQ2SIA, religious minorities, recent migrants/refugees, differently-abled people, and applicants from different generational and economic backgrounds to apply.

## **RESPONSIBILITIES**

### **Coalition Coordination**

- Inspire collective action without formal authority
- Work with Committee/Project Leads to advance work plans with clear timelines, milestones, short term and long term goals; Be able to clearly communicate goals to members and funders
- Plan and facilitate monthly Steering Committee meetings and Quarterly Coalition meetings
- Support Committee Chairs in planning quarterly meetings and advancing goals
- Facilitate the creation and implementation of Coalition Operating Principles with support from the Steering Committee
- Help build unity and resolve any disputes or disagreements in direction
- Provide support to member organizations in aligning their work with Coalition goals
- Provide guidance and supervision of support staff or interns
- Track in-kind hours invested by Coalition members/partners
- Work with the Executive Director/Grant Writer to ensure that grant deliverables are met and reports are submitted on time

### **Advance Diversity, Equity and Inclusion (DEI)**

- Build solidarity with communities most impacted by food insecurity, and identify and implement creative ways to ensure the experiences, ideas and barriers of these communities are heard, valued, and incorporated into Coalition priorities
- Engage members of historically-disadvantaged, priority populations i.e. indigenous, women farmers, and Latinx
- Assist the Coalition's DEI committee in planning DEI trainings and events to elevate voices, and engage Coalition members and key partners in participating in trainings
- Assist Coalition members in tracking progress on advancing DEI within their organizations; Report progress to steering committee and funders
- Track DEI progress within the Coalition using various tools/processes

### **Outreach and Communications**

- Publicize Coalition and partner events through newsletter, social media, list-serves, and outreach to key partners to disseminate information
- Build the Coalition's identity as a respected, innovative, inclusive, action-oriented network
- Recruit and engage new members
- Respond to requests for information, referrals, and requests to join
- Explore other models of Food System Networks; Share and incorporate best practices
- Write an annual report to showcase the accomplishments of the Coalition for members, partners, stakeholders, media and the website

## **Weaving the Network**

- Attend key community events and meetings
- Develop productive working relationships with Coalition members and community partners, including a strong understanding of the food-system-related efforts currently underway
- Introduce and connect community partners to each other to enable new collaborations and partnerships among partners with common goals
- Identify opportunities to increase impact by deepening collaborating and decreasing duplication of efforts

## **Project Management:**

- Coordinate 1-2 specific projects chosen by the Coalition with committee support i.e. Food Security Screening Training event for healthcare professionals or farmland succession planning events

## **Evaluation**

- Annual check-in and report on Coalition Members commitments and accomplishments
- Collect and report on Coalition metrics to Members and funders
- Work with community partners on tracking and sharing the Coalition's "collective impact", including varied methods of evaluation i.e. "ripple effect mapping", elevating voices through storytelling, or "PhotoVoice"
- Ensure that lessons learned are used to inform the Coalition's approach, bolster impact, and uplift those most impacted by inequities in the food system

## **Fundraising**

- Help identify new sources of funding
- Collaborative grant writing with Executive Director and Coalition members
- Soliciting letters of support when needed
- Work with Coalition Committee/Project leads to identify funding needs, gaps in capacity/resources, and new funding streams

## **Administration**

- Maintain a current list of community partners and contact info
- Maintain email and newsletter lists
- Ensure, organize and disseminate documentation of meetings, decisions and projects
- Ensure that website content is up to date, and resources are readily available online

## **REPORTING RELATIONSHIPS**

The Project Coordinator will report to the Gorge Grown Food Network Executive Director Sarah Sullivan and the Coalition Steering Committee.

## **WHO WE ARE SEEKING**

This is an outstanding opportunity to play a critical role in innovative coalition development. Therefore, the Project Manager must be committed to a collaborative, community-based approach and the mission of the Food Security Coalition.

## **Required Qualification:**

- Residing in the Gorge, or willing to relocate in June 2019
- Bachelor's degree

- The presence to inspire confidence and passion in external audiences and to build effective relationships with a range of stakeholders
- Values and understands structures and processes for shared leadership and decision-making
- Strong analytical and critical thinking skills
- Strong meeting facilitation skills
- Experience with public speaking
- Experience in helping teams or groups set, manage, triage and advance priorities
- A passion for food, equitable access to food, and social justice
- Understanding of the root causes of inequitable access to food and land
- Experience working in multiracial teams and rural communities; Models inclusive leadership
- A commitment to creating and maintaining respectful and reciprocal relationships and partnerships with communities of color
- A minimum of 3 years work experience including 1 or more years of proven community outreach, meeting facilitation, and coordination experience
- Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders of the food system in the local or regional area, including senior executives
- Ability to work in an open-office setting
- Ability to attend and participate in a variety of meetings
- Commitment to promoting and enhancing diversity
- Ability to thrive in a fluid, unstructured environment
- Flexibility and the ability to work autonomously as well as take direction as needed
- Excellent interpersonal and communication skills (written and oral)

Desired Qualifications:

- Professional experience related to sustainable agriculture, environmental education, and/or food systems
- Experience fundraising or grant writing, with potential to grow into Program Management
- Spanish fluency
- Indigenous cultural fluency, or a desire to gain understand of indigenous cultures and first foods
- Familiarity with the local area and the focus of the initiative (food systems, food insecurity, hunger)
- A degree in public health, food systems, community development, public policy or other relevant fields.
- Conflict resolution and/or consensus process experience

**COMPENSATION**

This is a full-time, 40 hour/week position. The starting salary range is commensurate with experience between \$43,680 - \$47,840.

**BENEFITS**

3 weeks (21 days) paid time off, plus 10 paid holidays off a year. Flexible work schedule. 100% Medical Insurance. Opportunity for professional development and travel to conferences/trainings.

**START DATE**

Between June 3rd and June 10th, 2019

**APPLICATION INSTRUCTIONS**

The Search Committee is soliciting nominations and expressions of interest immediately. The position will be open until filled. **May 20th, 2019 is the priority date for applying.** A current resume, letter of interest, and 3 references should be sent confidentially, electronically with the email title *Application: Food Security Coalition* to [sullivan@gorgegrown.com](mailto:sullivan@gorgegrown.com)  
No phone calls please.

Gorge Grown Food Network provides employment opportunity without regard to race, color, sex, age, religion, national origin, handicap, disability, veteran status, sexual orientation, gender identity, or criminal history in accordance with applicable federal laws.

Learn more about the Coalition at <http://www.gorgegrown.com/foodsecurity/>. The [Orientation Packet](#) outlines the Coalition structure.