

Food Council Coordinator

Class Code:

ORANGE COUNTY GOVERNMENT

DESCRIPTION:

Under general supervision from the County Manager and/or designee, performs professional and administrative work in leading and coordinating the effort to develop a comprehensive approach to grow and support a community-driven food system in Orange County. The responsibility of this position involves collaborating with Orange County, Chapel Hill, Carrboro, and Hillsborough Town staff on sustainable food system program initiatives as well as providing staff support to the Orange County Food Council and workgroups (currently four).

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS

Serves as a primary contact on Food Council program initiatives for the County and the Towns.

Collaboratively works with the local-governmental agencies to build strategic partnerships and coordinate action to ensure access to nutritious foods for all, promote sustainable agriculture, increase economic development, identify redundancies and recommend more efficient use of resources and effective program implementation, and to advance the food justice goals of Orange County.

Coordinates partnerships, coordinates volunteers, fosters coalition building, and collaborates with local and regional food system resources and statewide.

Coordinates the updates of the Food Council in collaboration with the Executive Committee and workgroups. Works throughout the year to achieve the goals and strategies of the work plan.

Coordinates the Food Council annual reports including past year accomplishments and current year goals.

Provides staff support for the Food Council Executive Committee and workgroups, performing duties including meeting notices, agendas and recording and distributing meeting notes.

Coordinates the planning and implementation of Food Council events.

Coordinates the development and implementation of initiatives to achieve the goals of the

local-governmental agencies and the Food Council.

Seeks out and applies for grant funding to support the goals of the Orange County Food Council and partners.

Maintains knowledge of current issues and strategies related to federal, state, regional, and local food system policies, best practices, research, statutory regulations and requirements, etc. Conveys this information to the County, Towns, Food Council and it's workgroups and stakeholders.

Utilizes and maintains a data system to provide local food system data reports to track progress of food system goals and initiatives

Responds to inquiries from the County and Town staff, the Food Council and the public requesting information about food systems and food resources. Inquiries may be made about a wide variety of issues including food access, waste, agriculture, businesses, etc. The Food Council should aim to provide information to all relevant inquiries.

Coordinates development and the updates to the Orange County Food System Resources Guide for distribution to local government, providers and the public.

Coordinates and monitors the Food Council budget, provides annual fiscal information to the County and Town Managers in the budget process.

Coordinates and maintains the Food Council website and social media accounts.

ADDITIONAL JOB FUNCTIONS

Operates a vehicle and a variety of office equipment such as copier, telephone, fax machine, desktop computer, printer, etc.

Uses a variety computer software such as Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel, etc.

Attends departmental staff meetings where appropriate.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Performs other related work as required.

TYPICAL QUALIFICATIONS:

Requires extensive knowledge of sustainable food system policies and practice and any combination of education and experience equivalent to a Bachelor's degree; experience in policy, community development, community research methods and working with and in diverse communities.