

# 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 subcommittees.

## **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 coordinating action to ensure access to nutritious foods for all, promote sustainable agriculture, increase economic development, and to advance the social justice goals of Orange County.

Coordinates the updates of the Food Council in collaboration with the Executive Committee and subcommittees. 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 Leadership Team and subcommittees, performing duties including meeting notices, agendas and recording and distributing meeting notes.

Coordinates partnerships and collaborates with local and regional food system resources and statewide.

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.

Completes and submits annual federal and state grant applications, coordinating input from Food Council grantees and other stakeholders. Applies for other grants to support the goals of the County, Towns and Food Council.

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 committees and stakeholders.

Performs all food system data reporting required by federal, state, regional, and local entities including coordinating data collection events.

Utilizes and maintains the data system to provide local food system data reports to track data quality of local agencies, monitor program performance and outcomes.

Responds to inquiries from the County and Town staff, the Food Council and the public requesting information to ensure access to nutritious foods for all regarding available food system resources.

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 including Facebook and Twitter.

### **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.

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, and community research methods.

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