Food Systems Working Group Policy Intern

For Fall 2016 with limited training this Spring.

This is a fantastic position (and great resume builder!) for anyone interested in policy, sustainability, food systems, and making a difference on campus. This position is a great avenue for networking especially in relation to food policy, as well as a stepping stone for post-graduation employment in the field of sustainability. Applicants must be reliable, hard-working, creative, and able to work efficiently and independently. You must also be comfortable in committee settings, and able to work amicably with others who may differ in approach or opinion.

**Duties and Responsibilities**

Jointly reporting to Amy Munoz, Associate VP for Hospitality Services, and Sharon Cech, Regional Food Systems Director at UEPI.

- Co-chair the Food Systems Working Group (FSWG). Responsibilities include:
  - Coordination of both Core Team and broader Advisory Committee for the FSWG (see attached descriptions); logistics of setting up and running meetings including for Core Team, Full Working Group, and Open Campus Forums.
- Assist with drafting and/or updating the Occidental Food Policy, in partnership with the FSWG Core Team and with input from the FSWG Advisory Committee and broader campus.
- Assist with coordinating and promoting sustainable food initiatives, special menus and events including for Food Justice Month, Earth Week, etc.
- Work with Campus Dining and Center for Community Based Learning, Office of Community engagement, and UEPI (Oxy's Partnership for Community Engagement) to improve transparency and understanding of Occidental’s food system, including the farm to table food chain, as well as publicize various education initiatives.
- Perform general office duties (filing/telephones/on-campus errands, other) as needed

**Requirements**

- Experience and knowledge of sustainability, especially related to food
- Proficiency with Microsoft Word, Excel and social networking applications
- Experience with committee membership and participation; leadership experience preferred
- Experience with policy drafting and/or implementation preferred
- Strong organizational, research and documentation skills
- Strong interpersonal, verbal and written communication skills
- Proven ability to work in a deadline driven environment
- Ability to work independently
- Office dress code
We are looking for someone who will learn on the job this year, to take over the management of the FSWG when the current incumbent graduates in May 2016.

Send your resume and a cover letter describing your interest in the position and a brief description of policy, committee, and/or food system experience to dbruce@oxy.edu, munoz@oxy.edu and cech@oxy.edu. Please also submit the standard Oxy student application with your cover letter.

About the Food Systems Working Group

A. Mission Statement:
To work collaboratively with the campus community toward increasing socially and environmentally responsible practices through production, research, education, and engagement in our food system, by developing and implementing an official sustainable food policy, and a multi-year action plan for implementation of the policy.

B. Organizational Structure
The Food Systems Working Group (FSWG) will be composed of a Core Team and further Advisory members, with two student and one staff Co-Chairs managing the entire working group.

1. The Core Team will consist of at least 2 dining services staff, and at least 2 students, and at least one representative from the Food Studies Cluster (including UEP/UEPI). The Core Team responsibilities will include the following:
   a) Meet monthly and prior to full FSWG meetings to plan those full FSWG meetings
   b) , public forums to facilitate communication with campus community, and to take care of smaller action items.
   c) Creating and disseminating an efficient meeting agenda for both full FSWG meetings and campus forums.
   d) Sending out meeting notes and following up on the execution of all action items assigned.
   e) During full FSWG meetings and public forums, members of the Core Team will also take on the roles of Facilitator, Timekeeper, and Notetaker.
   f) Drafting and finalizing the Occidental Food Policy
   g) Assessing the need for and executing any annual updates to the Food Policy.
   h) In the 2016-2017 school year this Core Team will consist of:
      (1) Staff Co-Chair: Amy Munoz - Associate Vice President for Hospitality Services
      (2) Student Co-Chair: Position to be filled
      (3) Student Co-Chair: Dylan Bruce
      (4) Student members: Samantha Herdman, Skye Harnsberger
      (5) Staff member: Judy Runyon - Associate Director of Campus Dining & Hospitality Services

2. The full Food Systems Working Group will additionally consist of Advisory Members who will attend full FSWG meetings, including at least 2 additional staff and/or faculty, at least 1 farmer/producer, and at least 1 distributor (both within Occidental’s supply chain). In 2016-2017 this Advising Team will consist of:
   (1)
C. Decision Making Process
   1. The Food Systems Working Group will strive to make decisions by consensus, and it is the responsibility of the Co-Chairs to make sure all voices are being heard. In the event that a compromise cannot be reached, the decision will be made by a vote requiring two thirds majority.

D. Documentation and Reporting
   1. FSWG Core Team members will post meeting minutes and documents for agenda item discussions on the google docs and use newsletters for sharing notes and content with the entire FSWG community of affiliates, as necessary.
   2. All decisions will be highlighted and noted in meeting minutes.
   3. All amendments and changes to the FSWG structure will be dated and posted on future revisions to the Food Policy, before the start of the subsequent academic year, and made available online via Google Drive.
   4. The FSWG will put out a bi-yearly e-newsletter, that seeks to provide the campus and broader community with information about how to get involved with campus and community food system efforts.
   5. FSWG will also publish a Campus Food & Garden Guide on an annual basis for updating and reporting activities.
   6. Furthermore, since Campus Dining Sustainability Interns conduct campus food audits (to assess how much “Real Food” Occidental is using, according to the Real Food Challenge metrics), one of the e-newsletters will consist of or contain an annual report of Real Food and other sustainability accomplishments. In addition FSWG may have reporting duties to any funding bodies.

E. 2015-2016 Goals
   1. Get students on campus excited about prioritizing sustainable food.
   2. Add members.
   3. Finalize 2015 Food Policy