PROJECT COORDINATOR –
Urban & Environmental Policy Institute (UEPI)
Center for Community Food & Resilience

POSITION SUMMARY

About the Organization
The Center for Community Food & Resilience enhances the impact of food justice initiatives and the Los Angeles good food movement through applied research, innovation, and resource-sharing. The Center is part of the Urban & Environmental Policy Institute (UEPI), an applied research and advocacy center at Occidental College with the mission of advancing community-driven programs and policies to build healthy, thriving communities and achieve social, economic, and environmental justice.

Position Description
The Project Coordinator will work closely with Program Directors and other staff to support UEPI’s Farm to School, Farmer’s Market, and School Wellness programs. The Project Coordinator will work in a dynamic team environment to help staff meet project objectives and deliverables, and implement new strategies for building thriving, community-oriented programs and resources. This position will enhance community input and involvement in food systems and health initiatives and support staff in conducting nutrition education and parent engagement activities at schools, and contribute to school garden/cafeteria, farmers markets, and food waste reduction and recovery projects, as well as data collection, evaluation, and communications activities. The Project Coordinator will work under the supervision of the Program Director(s).

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Coordinate logistics for community engagement, education, social media and research activities, including scheduling meetings, planning events, and outreaching to participants.
- Liaise with organizational partners and community groups, both maintaining existing relationships and outreaching to new contacts.
- Track project progress by maintaining records of outcome indicators according to various guidelines.
- Assist in facilitating meetings, workshops, focus groups, and other project activities in cooperation with Program Directors and other staff.
- Provide research and writing support for program activities.
- Support program communications including social media and website updates.
- Work in collaboration with UEPI staff to achieve overall UEPI mission, priorities, and strategic direction.
- Perform other necessary tasks which contribute to project success and overall UEPI mission and activities.

QUALIFICATIONS

- Bachelor’s Degree or equivalent work experience.
- Demonstrated experience in and commitment to social justice.
• Excellent written and verbal communication skills, including the ability to describe complex projects succinctly and clearly for a wide range of audiences.
• Demonstrated proficiency in meeting facilitation, community organizing and similar activities.
• Experience working with diverse communities and stakeholders and with community-oriented research.
• Valid Class C driver’s license and the ability to travel for work.
• Must be highly organized, detail-oriented, self-motivated, and a team player with a positive attitude.
• Proficiency with MS Suite (Word, Excel, Access, PowerPoint, etc.) software required.
• Experience with social media platforms and website maintenance.
• Bi-lingual/literate in Spanish preferred.

Salary and Benefits
This is a one-year part time position (at 75% FTE) with possible extension based on funding availability. Starting salary for this position is based on qualifications. As an Occidental College employee, benefits include health, vision, and paid vacation.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu. This position will be open until filled.

Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.