



Jefferson County Food Policy Council Job Announcement



Job Title: *Community Organizer*

Reports to: *Director*

Office Hours to be held on 8/11, 8/18, 8/22; sign up at [calendly](#)

Date updated: 8/2/2022

Resume Review Begins Week of: 8/29/2022

Overview

Jefferson County Food Policy Council

The Jefferson County Food Policy Council (“Jeffco FPC” or “Food Policy Council”) is a diverse stakeholder collaborative in Jefferson County, Colorado composed of local governments, nonprofit organizations, food and farm businesses, residents, and policymakers. Our mission is to increase equitable access to healthy, local, and affordable food and to support a sustainable community food system. The Council envisions Jefferson County as a food secure community with healthy food access for all residents, a vibrant and equitable farming infrastructure, a healthy ecosystem, and a thriving local food economy.

The Jeffco FPC started in 2015 as a project of Jefferson County Public Health and, as of December 2021, is now a fiscally sponsored project of the Trailhead Institute. Jeffco FPC staff and members have moved Jefferson County towards our vision through coordinated outreach events, educational programming, technical assistance, and policy change – all with an emphasis on developing a vibrant, equitable, local food system. Moving forward, the Jeffco FPC aims to build community power and leadership to promote policies that advance equity and sustainability within the food system to achieve our mission and vision.

Trailhead Institute

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, the Community Organizer will work with the Trailhead team to further the organization’s mission and to operate in accordance with our organizational drivers of collaboration, capacity and justice. Furthermore, this position will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of this work.

The Community Organizer will work remotely with frequent in-person meetings and events in Jefferson County. The position requires a flexible schedule with some evenings and weekends depending on community events and meetings. The Community Organizer will conduct outreach to build the Council’s stakeholder base, organize members around policy priorities, and plan training, education, and leadership development opportunities for Jeffco community members. **The Community Organizer will report to the Director** at Jefferson County Food Policy Council and **Director of Projects and Partnerships** at Trailhead Institute. The Community Organizer will work in collaboration with internal and external teams and partners. This position will be classified as a Coordinator at Trailhead.

Responsibilities:

- Mobilize and organize Council and community members to develop, influence, and support policy solutions centered in equity and aligned with the Food Policy Council's mission
- Build relationships with organizations, coalitions, and communities to:
 - Expand the Food Policy Council's stakeholder base
 - Increase engagement in the Food Policy Council
 - Foster connections and collaboration across the food system
- Based on understanding of the Jeffco FPC community, develop an advocacy plan to:
 - Build a powerful community-led coalition with stakeholders from across Jeffco
 - Educate members and community on the food and policy systems
 - Nurture leadership skills to promote voice, confidence, and power
 - Center equity in Food Policy Council advocacy
- Develop a communication strategy to increase awareness of and engagement with the Food Policy Council and enhance information flow
- Plan training, education, and leadership development opportunities
- Coordinate workgroups and events as part of the Food Policy Council's operations
- Represent the Food Policy Council at community meetings, city council meetings, and events, which requires a flexible work schedule
- Partner with the Director to center Food Policy Council work in equity and community leadership

Skills

- Bilingual in Spanish strongly preferred
- Experience in community organizing, community leadership and/or community engagement through either lived experience (informal organizing), professional experience, or a combination
- Experience centering anti-racism and trauma-informed practices
- Understanding of community organizing processes, concepts, and techniques
- Ability to troubleshoot, take initiative, and be forward thinking in Jefferson County Food Policy Council's advocacy strategy
- Proficiency in Microsoft Office, Google applications, and Zoom, and comfortable learning new computer applications as needed
- Ability to adapt communication style to meet the needs of a variety of internal and external stakeholders
- Keen networking and problem-solving skills
- Demonstrated work history of coordinating and completing tasks independently and on time
- Excellent interpersonal and conflict resolution skills, able to resolve issues directly as they arise through the practice of ethical communication



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Key Characteristics

- Commitment to building power among communities to fight for social, economic, and racial justice throughout Council structure and work
- Ability to meet people where they are and connect with people across a wide range of backgrounds, experiences, and interests
- Experience honoring the lived experiences of others in work and decision making
- Deep connection to Jefferson County preferred. This may include relationships with community members, organizations, and leaders
- Ability to focus, adapt and thrive in a hybrid remote work environment
- An entrepreneurial spirit, nimble and responsive in a dynamic, fast-paced environment
- Open to new ideas and willing to step outside of one's comfort zone, fail, learn from mistakes, and maintain a continuous improvement mentality
- A team player with a desire to promote this work in a professional and ethical manner
- Commitment to the mission, vision, values, drivers and strategic direction of the Jefferson County Food Policy Council and of Trailhead Institute

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. We are dedicated to inclusion and equity, so if you're excited about building community power through advocacy but you don't meet every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate.

This is a **full-time exempt hybrid position**. Hiring salary range for this position is **\$52,000-62,000**. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.

To Interview Us: We will be holding **three office hours** during the three-week application period. This offers you an opportunity to schedule a 15-minute call and ask any questions regarding the job announcement or about either Jefferson County Food Policy Council or Trailhead as this role would be working closely with both organizations. If you are unable to make it to the scheduled office hours, check out our [Community Organizer Q&A](#). Sign up at [Calendly](#).

To Apply:

- Send a resume
- Send three references including name and contact info (phone & email)
- and, **in lieu of a cover letter**, please answer the following questions in no more than one page:
 1. Tell us why you're attracted to this job and the Jefferson County Food Policy Council.
 2. What is a story that demonstrates your approach to community organizing and advocacy?
 3. What other (lived) experiences should we know about to understand how you approach this work?

Submit all application materials via email to jeffcofpc@gmail.com with the subject "Community Organizer."



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Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by 8/26/2022. Review of applications will begin the week of 8/29/2022. Only electronic submissions are accepted.

This is a LIMITED SERVICE position. The funding for this position is provided by limited-term funding and is dependent on that funding being maintained. Once the funding ends, the position will be discontinued, and there is no guarantee for additional employment with Trailhead Institute. Full-time employment is anticipated through **7/1/2024** with the optimism that the funding will continue.

Jefferson County Food Policy Council Commitment to Equity and Justice

In taking time to reflect on the history of the food system and our work as the Jefferson County Food Policy Council, we recognize that our work and our council has not often been inclusive or representative of the voices of those most impacted by the policies, systems, and environment that the council aims to improve. This is, in part, because the council operates through a structure that has created barriers which have excluded communities of color and has fostered an environment where BIPOC people have not always felt welcomed, valued, or included. We apologize to members of our community who have had these experiences with the council. Acknowledging past mistakes and present shortcomings is our first step in creating a more inclusive, diverse, and equitable group. This statement is just the first step in the work we need to accomplish, and we know that racial equity is both an action and an outcome. Therefore, we are committed to:

- Removing barriers, procedures, and policies within the council's structure to foster a more accessible and inclusive environment.
- Critical self-reflection, empathetic and courageous dialogue, authentic collaboration and engagement, and group/self-accountability.
- Respecting and supporting the existing leadership and expertise of communities of color through opportunities for continued leadership and capacity building not only in the council but also in local food system advocacy, education, and development.
- Co-creating mutually beneficial relationships where we can explore solutions to address issues that exist in our food system.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute welcomes applications from all communities, educational backgrounds and life experiences, particularly from people of color, people within the LGBTQI+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.