

Request for Proposals

for

Program Assistant

with

Jefferson County Food Policy Council

Background and Purpose

The Jefferson County Food Policy Council seeks a Program Assistant to support our organizing, advocacy, and coalition building. The Program Assistant will increase the capacity of our organization to create community-led change by leading administration and communication for the Council.

Services Desired

- Responsibilities
 - Administration
 - Scheduling virtual and/or in-person meetings using Zoom and Google calendar
 - Scheduling language interpretation for meetings
 - Sending pre-meeting reminder and post-meeting follow-up emails
 - Arranging meeting space, food, and other logistics for in-person meetings
 - Planning Council events, such as tours of partner organizations or social hours
 - Tracking participation and compensation of members in Council activities
 - Tracking receipts and invoices
 - Translating meeting materials
 - Ordering supplies
 - Communication
 - Organizing and managing member contact lists and document sharing through Google Drive and Mailchimp
 - Creating graphics and flyers
 - Manage the JCFPC shared Gmail inbox
 - Sending biweekly newsletters
 - Managing social media accounts
 - Monitoring local news, partner organization newsletters, and other sources to share information across the network
 - Translating materials

This work is long term, however, this contract will be a quick engagement to deliver on the services described above. As additional recommendations or considerations are provided there will be an option to review and extend.

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Trailhead Institute operates primarily as a virtual organization whose office location is in Denver, Colorado. Applications are encouraged from consultants who are able to deliver services virtually.

Desired Qualifications:

- Must be bilingual in English and Spanish
- Preference for candidates who have previously lived or worked in Jefferson County
- Preference for candidates with lived experience of food insecurity or marginalization within the food system
- Organized and task-oriented
- Proficiency or ability to learn Google applications, Zoom, Mailchimp, Instagram, and Facebook
- Ability to focus, adapt and thrive in a hybrid remote work environment
- Commitment to coordinating and completing tasks independently and on time
- Commitment to building power among communities for social, economic, and racial justice throughout Council meetings and communication

Submittal Requirements

Timeline and Contacts:

Application review will start on: **September 1, 2023, and will continue until a consultant is selected** Desired start date: **October 1, 2023**

15-minute Q&A sessions: August 18th, August 22nd sign up for a time slot @ <https://calendly.com/hallienelson/program-assistant-q-a>

If unable to sign up for a Q&A session, please direct inquiries regarding this RFP to jeffcofpc@gmail.com

Email electronic submissions to jeffcofpc@gmail.com

Electronic submissions are preferred. If non-electronic submission is necessary please mail to: Trailhead Institute, ATTN: Hallie Nelson, 1999 Broadway Suite 600 Denver, CO 80202.

Please **include the following** information in your RFP application:

1. Please include a resume including:
 - a. Areas of expertise and/or life experience
 - b. Experience working with administration and communication
2. Please state in your email submission, Why you are interested in this position and why you believe you would be a good fit.
3. Provide the name, title, and contact information of three (3) references
4. Completed Form W9
5. Contact information
6. Rates and fee structure for the proposed work not to exceed \$15,600

Please submit required materials in any format, as long as all information requested is included. Trailhead reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals, to reject any and all proposals and statements of *For public health innovation.*



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qualifications, and accepts no responsibility for the cost of proposal preparation.

Cost of Services

The contract will be for \$30/hr for 20 hours/week not to exceed \$15,600.

Contract

Jefferson County Food Policy Council anticipates an initial 6-month contract, with an option to extend. A Master Services Contract is available on request. Finalists will be asked to review and indicate any requested changes to the Master Services Contract prior to receiving an offer.

Terms and Conditions of Contract

The selected consultant will enter into a legally binding agreement with Trailhead Institute that lays out the scope of work, requirements for payment, etc. Including that the contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.

Trailhead Institute is dedicated to providing equal opportunities for all employees and contractors 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 actively supports working with businesses owned and led by women, people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.

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