

Request for Proposals
for
Program Assistant
with
Jefferson County Food Policy Council

Background and Purpose

The Jefferson County Food Policy Council is a community-led organization creating change for a thriving food future. We organize community members, organizations, and others to collaborate and create change. Our current focuses include healthy school food, a strong local food chain, and community leadership in the food system.

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 completing the administrative and communication projects of the Council.

Services Desired

- Administration
 - Scheduling virtual and 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
- 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
 - Translating materials

This contract will be term-limited to deliver on the services described above. As additional recommendations or considerations are provided there will be an option to review and extend. Applications are encouraged from candidates who are able to deliver services in a hybrid capacity. We encourage applications from women, people of color, and other historically marginalized communities. You do not have to meet every qualification and have the opportunity to share why you will be a good fit for this role with your experiences.

Desired Qualifications:

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

Submittal Requirements

Timeline and Contacts:

Application review will start on: **July 31, 2024, and will continue until a consultant is selected**

Desired start date: **August 12, 2024**

Please direct inquiries regarding this RFP to jeffcofpc@gmail.com

To apply, please fill out [this form](https://forms.gle/v52AezkWnTkGynSy7): <https://forms.gle/v52AezkWnTkGynSy7>

The form requests the following information:

1. Contact information
2. Why are you interested in this position?
3. Why do you believe you would be a good fit?
4. Three references, including name and contact information
5. Resume, which may include both professional and lived experiences
6. W9 Form

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 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.



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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 thirty (30) 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.