



SLO Food System Coalition

Job Title:	Coordinator	Job Category:	Administrative
Location:	San Luis Obispo County	Travel Required:	4 quarterly meetings held in City of SLO
Level/Salary Range:	\$20 / hour	Position Type:	Part-time, approx. 20 hrs / month
Will Train Applicant(s):	Paid training with outgoing coordinator	Training start date:	July 2022

Applications Accepted By:

EMAIL:

slofoodsystem@gmail.com

Subject Line: Applicant, Coordinator Role

To apply, please send a resume, cover letter and reference.

About the Food System Coalition

Mission: To promote a sustainable food system that is equitable, profitable, resilient, and health promoting in the County of San Luis Obispo.

The Food System Coalition (FSC) is a volunteer led group that is focused on education and outreach to anyone interested in the local food system. Our areas of focus related to the food system those stated in our mission. These areas steer our work and determine the content of our quarterly meetings.

The FSC is steered by a team of professionals who work in the food system and are interested in bringing sectors together for collaborative and supportive work. The group also houses 3 work groups that are focused on food equity and food policy. The Coordinator is the sole paid position in the group and will work closely with the steering committee and work group leaders.

Job Description

ROLE AND RESPONSIBILITIES

The Coordinator for the SLO Food System Coalition is the group's administrative position. The Coordinator is the communications center for the Coalition and maintains the inbox, social media, newsletter and website for the group. Therefore, familiarity with the following are desired:

- Gmail
- Facebook
- Instagram
- Canva
- Mailchimp
- Weebly



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Additionally, the Coordinator assists with the planning, preparation, and execution of 4 quarterly general (open to the public) meetings in February, May, August, and November.

Lead up to these meetings requires more administrative tasks including:

1. Attending monthly 90-minute planning meetings with Coalition steering committee
2. Reaching out to identified panelists to join general meetings and coordinating their content
3. Helping to secure a meeting room in SLO City (2-3 typical locations and contact info are provided)
4. Sending newsletter invitations to general meetings with meeting flyer
5. Updating SLO FSC website with meeting information
6. Promoting meetings on social media and community calendars
7. Coordinating any print materials needed for general meetings

Finally, the Coordinator is responsible for the following tasks that support the sustainability of the FSC:

- representing the FSC at tabling and other public events
- coordinating state and local advocacy outreach
- tracking data on membership, meeting attendance, and other performance factors
- coordinating with workgroups

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Candidate should be available for administrative and general meetings, able to work independently and remote, and preferably have 1-2 years of post-secondary (high school) education.

PREFERRED SKILLS

Good written communication

Excellent organization

Ability to learn any required new software/tools

ADDITIONAL NOTES

The Coordinator role is ideal for candidates who have flexible schedules and are looking to get involved in food system work. The FSC is well connected to many nonprofits, government agencies, and independent groups who work in myriad sectors of the food system. Our group offers an introduction and immersion to a diversity of folks working in the food system.

Candidates are welcome to be more active in the role than what is required and are encouraged to bring ideas and issues to the group for discussion, further research, and presentation.