

# MARICOPA COUNTY FOOD SYSTEM COALITION COORDINATOR

## JOB ANNOUNCEMENT

### Introduction

As an element of an USDA SNAP-Ed grant, MarCo worked with Southwest Decision Resources (SWD) to identify how the Maricopa County Food System Coalition (MarCo) can recover from the loss of membership during the Covid-19 pandemic. Prioritization of critical components of the organization are the most critical for creating organization membership stability and introducing new, creative activities that have the potential to attract additional members and help build credibility for MarCo.

One of the key elements identified for helping rebuild the organization was to hire a part time coalition coordinator. The "Coalition Coordinator" will take on responsibility for administrative duties, but more important to bring a new level of innovation and creative to MarCo activities.

The MarCo Program Support Committee has worked closely with SWD to identify the skillset characteristics for the Coalition Coordinator. The approved job description is attached.

### Cover Letter

Please submit a cover letter along with a copy of your resume/vitae. In the cover letter, please include your personal information including contact information, names and contact information for 3 references and responses to the following:

- Describe your passion relative to sustainable food systems.
- Describe how you have recruited others to an organization in any of your previous jobs/experiences.
- Are you a self-starter? Describe projects you have completed with minimal supervision/direction from start to finish.
- Describe your administrative, organizational, and planning skills.
- How familiar are you with:
  - Email software;
  - Zoom/Teams
  - Google Drive
  - Microsoft Word, Excel, Power Point, and;
  - Website software and other technology that would be useful in the position.
- Have you experience working on USDA grants? If yes, describe your experience.
- Do you own a laptop or computer that you can use for this position?

### Application Process

Submit the cover letter and resume/CV with the names and contact information for 3 references as a PDF to Dean Brennan [dbrennan.plc@cox.net](mailto:dbrennan.plc@cox.net) no later than EOD on Friday, July 14, 2023.

If you have questions or need additional information, please contact Dean at the above email address or by phone at 480-390-9185.

Start date is flexible but ideally Monday, August 14, 2023.



## Part-time Coalition Coordinator

### Position Description – June, 2023

**Overview:** The Maricopa County Food System Coalition (MarCo) is seeking a dynamic, part-time coordinator to support and grow the Coalition’s collaborative efforts. MarCo began in 2015 with broad-based support from Valley partners and funding from Vitalyst Foundation. Over the years, MarCo developed a comprehensive food assessment for Maricopa County and has continued to elevate food systems work through voluntary work groups. Coordinator supports Coalition members and partners in maintaining and updating MarCo’s strategic direction, fostering an inclusive and welcoming environment, and building capacity to benefit local food systems.

#### **Responsibilities**

##### ***Coordinating MarCo groups and activities (50%)***

- Support MarCo members and interns in core organizational functions (e.g., maintaining the website, organizing files and contact lists, and maintaining and distributing key documents)
- Coordinate between Coalition meetings with workgroups, meeting facilitators, and other members to ensure that agreed upon actions are implemented
- Engage MarCo members in utilizing and updating the Coalition’s Charter and Strategic Action Plan
- Onboard new MarCo members and interns, including Charter, Strategic Action Plan, and work group plans
- Delegate the completion of meeting notes and next steps at Coalition meetings by members or Food Fellows
- Review all Coalition written materials, including proofreading and editing, before those materials are released/distributed to the public and/or uploaded to the website.

##### ***Building and maintaining relationships (40%)***

- Represent MarCo in partner meetings and coordinate with related sustainable food efforts, including Arizona Food System Network meetings, and report outcomes to the Coalition
- Recruit new MarCo members
- Promote MarCo efforts and achievements in the media

##### ***Expanding MarCo Funding (10%)***

- Research and identify grant opportunities or other funding sources
- Share grant opportunities with partners

## **Knowledge, Skills, and Abilities**

### ***Essential Expertise***

- Coordinating efforts involving multiple diverse partners
- Program management and/or project management
- Excellent written and verbal communication and documentation skills
- Understanding of collaboration and inclusive processes

### ***Additional Desired Expertise***

- Grant writing and grants administration
- Media/social media promotion
- Working understanding of local food systems initiatives and programs

## **Schedule and Compensation**

The Coalition Coordinator will work both virtually and in person in Maricopa County, Arizona. They are expected to attend monthly Coalition meetings and additional meetings of Work Groups; otherwise, their schedule will be self-managed.

The anticipated time required for the Coalition Coordinator is approximately 4-6 hours per week and compensation is proposed to be \$25.00/hour. The term of the position is anticipated to be approximately one year. The Coalition Coordinator will act as an independent contractor serving the Coalition and its members.

## **Accountability**

The Coalition Coordinator will submit a monthly invoice that includes a summary of activities for review and discussion with MarCo's Program Support Committee. They will also identify goals and future activities for the short term (monthly) and long term (6-12 months) with guidance from the Program Support Committee.

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