

NOW RECRUITING:

Food Policy Advisory Council Coordinator

Mayor's Office of Sustainability

Philadelphia Mayor Michael A. Nutter's Office of Civic Engagement and Volunteer Service (MOCEVS) & Office of Sustainability are accepting an application for a [Food Policy Advisory Council](#) Coordinator to work for a period of one year as an AmeriCorps VISTA from July 2015 to July 2016. This AmeriCorps VISTA will work full-time at the [Mayor's Office of Sustainability](#) and will also be a member of the [SERVE Philadelphia VISTA Corps](#), administered through MOCEVS.

POSITION DESCRIPTION

Mayor Nutter set the goal of making Philadelphia the greenest city in America. The Food Policy Advisory Council (FPAC) VISTA will support that goal by helping Philadelphia become a better partner in the regional food system through the development of fair and responsible policies.

FPAC operates four programmatic subcommittees, Anti-Hunger, Local Food Procurement, Vacant Land, and Zero Waste. Coordinator will support all subcommittees by:

- Participating in policy recommendation development;
- Guiding and implementing projects such as improving food access, conducting policy trainings, developing resources, drafting reports, grant writing, and research and analysis.

Coordinator will manage FPAC's communications and outreach projects, including:

- Promoting FPAC materials and events among Philadelphians and the media;
- Building relationships with Administration and City Council throughout Mayoral transition;
- Managing internal FPAC communications (website, social media, newsletter, annual report).

Coordinator will help implement Waste Watchers, the City's waste diversion program for large events, by:

- Recruiting and managing volunteers to help divert waste from the landfill at events like the Philadelphia Marathon, the Broad Street Run, and the Philadelphia Science Festival;
- Coordinate interdepartmental Working Group on building City's capacity to implement Waste Watchers at all major City events.

QUALIFICATIONS

This position requires the ability to work simultaneously on very different projects in very different environments. For example, applicant must be able to switch seamlessly between managing volunteers on the ground, and working with FPAC members and City employees in a professional setting. Applicant must have these qualifications:

- Ability to multitask and manage various projects and responsibilities simultaneously a must
- Ability to work with diverse populations in various capacities/settings/environments
- Background and/or interest in environmental studies, food studies, food systems, public policy, sustainability, and/or communications
- Excellent writing, research, and communication skills with strong attention to detail
- Proficiency in Excel and ArcGIS a plus

BENEFITS

- \$12,312 Living Allowance
- Choice of \$ 5,730 Education Award or \$1,500 stipend (*only available to those who fully complete their VISTA term*)
- Free Monthly SEPTA Transportation Pass
- Opportunity for discounted housing at Temple University's The Edge housing community

HOW TO APPLY

Please visit www.servephillyvistas.org to download and complete the SERVE Philadelphia VISTA Application. Completed applications should be emailed to servephillyvistaapplication@gmail.com. The deadline for applications is **May 15, 2015**. Applications are reviewed on a rolling basis.

NOTE: When submitting applications via email, please put your "LAST NAME" and "POSITION TITLE" in the SUBJECT LINE