Title: Project Coordinator, Food Waste Reduction & Recovery
Reports to: Project Manager
Status: Full-time, exempt

Overview
The San Diego Food System Alliance (Alliance) is a diverse and inclusive network of over 120 individuals, nonprofit organizations, public agencies, private businesses, institutions, and foundations committed to building a healthy, sustainable, and just food system for all. As a backbone organization inspired by collective impact, we elevate collaboration, influence policy, and catalyze transformation in the food system. The Alliance also holds several community events a year for the public to foster a movement in our region to improve our food environment. The Alliance was officially launched in September 2012 out of a recommendation from the San Diego Food System Assessment and the Urban-Rural Roundtable, convened by Roots of Change, San Diego County Supervisor Ron Roberts and Mayor Jerry Sanders.

Position Summary
Project Coordinator, Food Waste Reduction & Recovery, is responsible for coordinating special projects focused on food waste reduction and food recovery (top two tiers of the EPA Food Recovery Hierarchy). Specific responsibilities include managing stakeholder relationships, adhering to work plans and timelines, conducting research, analyzing data, and generating reports. The Project Coordinator will also support with coordination and development of the Save The Food San Diego campaign, Smart Kitchens San Diego initiative and food waste reduction & recovery events.

Responsibilities
Under the supervision of the Project Manager:

- Provide coordination and support for strategic food waste reduction and recovery initiatives, including but not limited to:
  - Food Waste Reduction & Recovery Opportunity Map - GIS
    - a GIS tool developed in partnership with North County Food Policy Council and Palomar College to assist jurisdictions and organizations in creating a better understanding of the landscape and potential opportunities for food waste reduction and recovery in a city or a region.
  - Save The Food San Diego
    - a county-wide food waste awareness initiative that leverages the national “Save The Food” campaign to raise awareness and inspire behavior change for food waste reduction and donation of edible food to those in need. Working collaboratively with local and state government, food waste producers, and food recovery agencies to develop and support peer networks and resources, and raise awareness about food recovery solutions.
  - Smart Kitchens San Diego
    - a food waste tracking and donation initiative working in three target zones across the county, providing food waste tracking systems to 15 organizations (universities, hospitals, corporate kitchens, and resorts). The initiative also provides three transportation vehicles to 3 – 6 food recovery organizations to facilitate food donation collection. With a focus on food waste
source reduction and wholesome food donation, the initiative supports data collection, case study development, and sharing of best practices.

- Ensure successful project coordination, including meeting planning and scheduling for multiple projects, synthesizing of notes for sharing with stakeholders, following up with communications, and organizing key project documents
- Provide on-the-ground food waste reduction and donation consulting and best practices support in a variety of settings, including hotels, hospitals, universities, casinos, and other food production facilities
- Manage project work plans and timelines, impact measurement, and reporting
- Foster strong partnerships with core stakeholders including local government, food producing businesses and institutions, nonprofits, food recovery and meal service groups, etc.
- Communicate outcome measures with stakeholders and monitor progress for reporting
- Develop strategic communication materials, conducting outreach and developing presentations
- Support research and compilation of food waste reduction and recovery best practices, technologies, models, policies, and legislation
- Support the design and execution of the bi-annual Food Waste Solution Summit

**Education, Experience, and Skills**

- Bachelor degree or equivalent experience in business administration, public policy, planning, food systems, food service, resource management, environmental science or related field
- Excellent organizational skills, ability to manage and prioritize multiple projects/tasks with attention to detail
- Excellent oral and written comprehension and communication skills
- Experience in facilitating effective meetings that meet intended goals and outcomes
- Strong interpersonal skills; experience working with diverse populations and multi-stakeholder communications
- Ability to take initiative and operate with autonomy; flexible and adaptable
- Positive, enthusiastic presence with good public relations skills and respectful, professional demeanor
- Experience working collaboratively as part of a team
- Experience with public education campaigns, social media or marketing campaigns a plus
- Possess an interest in equitable food access, food security and sustainable food system issues
- Food service operations and management experience a plus
- Food waste or food recovery experience and knowledge is a plus
- Experience working with populations on federal meal programs a plus
- Experience with ArcGIS and data analysis a plus
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**Work Environment and Physical Demands**

Shared co-work spaces provided in both Hillcrest and Leucadia. Flexible work environment with low to moderate noise level. Work is generally sedentary in nature, but requires moving around for up to 30% of the time and occasional lifting up to 30lbs. Requires reliable access to transportation throughout San Diego County for meetings and events.

**Compensation**

Target full-time salary is between $45,000 and $55,000 commensurate with experience. Eligible benefits include health and dental insurance, Flexible Spending Account, paid vacation and sick leave.

**How to Apply**

Please submit a resume, cover letter, professional references, and a relevant writing sample to jobs@sdfs.org. In your cover letter, please describe your past experiences and/or efforts to advance social justice, diversity, and inclusion. Applications lacking any of the aforementioned documents will not be considered. (Subject: Project Coordinator, Food Waste Reduction & Recovery)

Due date for application is **March 8, 2019**. If your qualifications and experience are a good fit for the position, you will be contacted to participate in the review and interview process.

The San Diego Food System Alliance, a project of Leah’s Pantry, is an Equal Opportunity Employer. We are committed to diversity, equity, and inclusion and encourage all qualified candidates, regardless of race, ethnicity, religion, national origin, age, sex, disability, veteran status, or gender identity to apply for this position.
For more information on San Diego Food System Alliance, visit [http://www.sdfsao.org/](http://www.sdfsao.org/)