JOB ANNOUNCEMENT
PROGRAM MANAGER, FOOD LEADERS LAB
LOS ANGELES FOOD POLICY COUNCIL

ORGANIZATIONAL SUMMARY
The Los Angeles Food Policy Council (LAFPC) is a non-profit initiative to ensure food is healthy, affordable, fair and sustainable for all. Through policy creation, cooperative relationships and innovative projects, our goals are to close the gap in access to healthy food and food assistance programs, cultivate a fair local food economy, protect environmental resources and foster a diverse regional movement for Good Food. To help achieve these goals, we are seeking an experienced, motivated individual to join our team as FOOD LEADERS LAB PROGRAM MANAGER.

POSITION DESCRIPTION
The Food Leaders Lab (FLL) Program Manager will oversee activities that support the leadership of community residents to lead and engage in local food policy and systems change. Based in our commitment to social and racial equity, LAFPC has created the Food Leaders Lab to invest in the leadership of the most impacted communities within the local food system - including people of color, women, and low-income residents - in advocating for increased access to healthy food, improved public assistance, access to economic opportunity and sustainable food and farming. The FLL Program Manager will bring a deep knowledge of how structural racism has shaped inequities in the food system, familiarity with principles of leadership development and movement building, and program management skills to build out the Food Leaders Lab program following a successful pilot in 2019.

Food Leaders Lab is a training ground to build a movement for good food for all by training, supporting and organizing community residents. Currently, the program has two anchor initiatives:

(1) Food Leaders Lab Leadership Training - FLL Leadership Training is an ten-week intergenerational, multi-lingual course that trains community advocates and residents from neighborhoods directly impacted by food access disparities in leadership development and skill building to bring about policy and community change. The FLL Program Manager will coordinate with community-based partners to identify resident leaders, coordinate instructors, provide facilitation and instruction, implement evaluation, and engage graduates of leadership training in ongoing participation in LAFPC’s policy and program work. The next leadership training will take place in early 2020 in South Los Angeles.

(2) Parent Leadership For Food Security - The Program Manager will lead a project to engage parents and families in low-income communities across Los Angeles County to develop recommendations on ways to increase enrollment into CalFresh and improve neighborhood food access in partnership with First 5 LA Best Start Partnerships and the Los Angeles County Department of Social Services. The project includes developing a cross-regional leadership team of parent leaders who are passionate about food equity, hosting 5 community workshops to collect input, technical assistance as needed on food security issues in Los Angeles County, and the development of a report reflecting residents’ policy recommendations.
The FLL Program Manager may also support other food policy issues, particularly to connect Food Leaders Lab participants and graduates to LAFPC policy working groups, campaigns or other volunteer opportunities. The FLL Program Manager will be based in LAFPC’s Policy Department and joining a dynamic and diverse team of 8-10 people in an innovative work environment located in Downtown Los Angeles.

ESSENTIAL FUNCTIONS

PROGRAM MANAGEMENT (60%)

- **FLL Leadership Training**
  - Cultivate partnerships with community-based organizations to identify, recruit and support resident leaders
  - Collaborate with partners, instructors, vendors and participants to plan and execute 10-week Food Leaders Lab Leadership Training
  - Improve Leadership Training program infrastructure, including evaluation, technical assistance strategies, documentation, and filing and reporting, as needed

- **Parent Leadership For Food Security**
  - Facilitate project team including First 5 LA, LAFPC and Los Angeles County Department of Social Services, manage project timeline and execution of deliverables
  - Conduct community workshops in collaboration with First 5 LA and DPSS (at least one per Best Start region) to understand the barriers families experience when trying to enroll and participate in nutrition programs and access quality food in their communities.
  - Establish a cross-regional work group of parent leaders from Best Start regions to serve as primary advisors for project
  - Host up to three community roundtables with diverse stakeholders (leveraging LAFPC’s existing network of working groups) to vet policy and strategy recommendations to address food insecurity in Los Angeles County.
  - Provide technical assistance and research on best practices in addressing food access disparities and food security to Best Start local and regional networks that have identified food as a policy priority, as requested

- **General**
  - Prepare reports on program results for grants, year-end reports, and communication to board and public officials
  - Work with Operation Manager on administration of logistics for events and meetings
  - Regularly track and report on program budget
  - Public speaking engagements about the program and the importance of healthy food access, equity and leadership development
LEADERSHIP DEVELOPMENT FACILITATION & INSTRUCTION (30%)

- Lead facilitation and overall learning experience for FLL Leadership Training, including teaching from curriculum
- Guide implementation for group learning projects, ensuring consistency between learning objectives, skill building and project development
- Provide case management support to FLL participants during and after FLL Leadership Training to increase participation and leadership roles in community-based work and/or LAFPC projects
- Research and integrate best practices in learning, leadership and development as relevant to social justice

OTHER RESPONSIBILITIES (10%)

- Regularly seek out best practices and discourse in food justice, food policy, public health, community economic development, social and environmental justice movements, and related fields to ensure relevancy and impact of Food Leaders Lab program
- Collaborate on resource development activities, such as identifying and applying for grants, tracking and monitoring grant deliverables, and writing grant reports
- Occasionally participate in other LAFPC policy initiatives or events as needed

MINIMUM REQUIREMENTS/QUALIFICATIONS

Relevant skills and experience include: program management/coordination, program evaluation, teaching and curriculum development, facilitation, project management, case management, community organizing and leadership development. A strong candidate will come with a solid foundation of effective program management or administration; have familiarity and passion for leadership development, community organizing and movement building; passionate about food as a vehicle for social justice; demonstrated ability to effectively work with diverse and low-income communities; is creative and collaborative; and an effective facilitator, communicator and writer.

Required Skills and Experience:

- A Bachelor’s degree and at least six years relevant work experience
- Experience with designing, improving, evaluating and implementing non-profit programs
- Experience facilitating large groups and building community in diverse settings
- Experience with curriculum development and teaching, and/or leading learning experiences
- Excellent verbal and written communication skills
- Motivated and strategic: Problem-solving, inter-disciplinary and critical thinking skills
- Organized, detail-oriented and motivated by excellence
- A “people person” who delights in building community
- Demonstrated commitment to social justice and racial equity
- Experience in leadership development, including community organizing, staff development, diversity/equity/inclusion programs, etc. is a plus
- Working knowledge of Microsoft Office software and Internet browsers
Desired Skills and Experience

- Master’s degree in a relevant field with three years relevant professional experience
- Direct or lived experience of injustice in the food system
- Experience in public policy, or working on policy/political campaigns
- Familiarity with Los Angeles diverse communities and social movements
- Written and verbal proficiency in Spanish strongly preferred

OTHER REQUIREMENTS

- If a private vehicle is utilized for company purposes validation of a California Driver’s License and proof of personal minimum liability insurance coverage per the requirements of the state of California
- Reference checks will be conducted. Employment is also contingent upon receipt of acceptable references
- Special Requirements – When necessary, working evenings or weekends and occasional overnight travel required

SUPERVISION

The Food Leaders Lab Program Manager reports directly to the Policy Director, and will also work with the Executive Director.

SALARY AND BENEFITS

The Food Leaders Lab Program Manager position is a full-time, exempt position with an annual salary starting at $60,000+ DOE. The Los Angeles Food Policy Council, a fiscally-sponsored project of Community Partners, offers health, dental, and vision insurance, retirement plan, generous vacation and sick leave.

START DATE: Open until position is filled.

HOW TO APPLY

Applications should be submitted to jobs@goodfoodla.org with “FLL Program Manager” in subject line. Please include: (1) a cover letter that includes relevant experience, (2) names and contact information for 2-3 professional references; (3) a current resume; and (4) a writing sample between 1-4 pages. (Links to writing samples posted online are allowed.) You will receive a response within 2 weeks of submission of your application. No calls or emails please.

FOR MORE INFORMATION

Los Angeles Food Policy Council (a project of Community Partners) is an equal opportunity employer and encourages people of color, women, and LGBTQ persons to apply. Individuals with fluency in Spanish are highly encouraged to apply.