Position:
Food Equity and Access Specialist

Organization Description:
The City and County of Honolulu ("City") Office of Economic Revitalization (OER) was established to coordinate the City’s response to the COVID-19 pandemic and economic recovery. OER ensures that COVID-19 information and resources are widely available for businesses and community institutions to operate in a safe manner that ensures O’ahu’s economy can remain open. OER also directly assists O’ahu residents and businesses to 6ind assistance and execute CARES Act-funded jobs and other programs. Additionally, OER is tasked with the development and transition over time to a more diversified and resilient economy.

Duties and responsibilities for the Food Equity and Access Specialist:

- **Food Access Duties (75%)**
  - Execute strategies and partnerships to ensure food insecure communities gain access to nutritious, affordable, and culturally relevant foods.
  - Draft contracts and execute programs to increase food security for communities most directly affected by the COVID-19 pandemic and for long-term wellbeing.

- **Food Equity Duties (15%)**
  - Analyze data, and articulate community food needs on O’ahu.
  - Engage and partner with community organizations to ensure food access issues are addressed in all communities.
  - Draft and advocate for policies to increase food equity and access.

- **Other Related Activities (10%)**
  - Perform other duties as may be assigned to ensure efficient and effective operations of the City.

Qualifications (Planner 4):

- Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university and professional work experience:
  - (COMMUNITY ENGAGEMENT) experience in working collaboratively with government, business, and community on public events and projects.
  - (GOVERNMENT SYSTEMS) experience in working with or within government to include but not limited to drafting and executing contracts, monitoring and reporting on programs run by grant recipients and working with other government agencies at the local, state and federal level.

- Ability to communicate with the public and representatives of government agencies.

- Patience and empathy when dealing with people, contractors, nonprofits, for profits and community based advocacy groups that may be experiencing challenging and difficult situations.
- Computer, internet, web-based program management platforms and smartphone usage skills.
- Good verbal and written communication skills.
- Strong attention to details, while ensuring mid- and long-term goals are achieved.

**Responsibilities (Planner 4):**
Under the general supervision of the Food Security and Sustainability Program Manager, the position is assigned tasks related to collecting and analyzing food system data, increasing access to good food, and ensuring an equitable execution of community supports establishing the infrastructure and organizational capabilities for the creation of good jobs in food production:
- Analyze, create and execute funding for food support in the community.
- Draft, execute and manage contracts and other agreements with community partners.
- Apply for federal and private grant funding to achieve food system sustainability goals.
- Foster the creation and partnerships necessary for community based resilience hubs.
- Work collaboratively with government and community partner teams to ensure effective and regular communications.
- Work collaboratively with staff of other County, State, and Federal government departments as well as community and business organizations to ensure all are well informed of food equity needs and resources on Oahu.
- Aggregate and analyze data toward the goal of equitable, nutritious, and local food access.
- Perform other related duties as assigned.

**Physical requirement:**
Applicants must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

**Compensation:**
Starting salary commensurate with experience.

**Employment duration:**
Contract to start as early as May 2022

**To apply:**
To apply, please send a one (1) page cover letter, current resume, and at least three current references to oer@honolulu.gov. Please highlight aspects of your experience that are relevant for this position and explain why you are interested in working with the City and County of Honolulu in this role.

**Deadline to apply:**
Applications will be accepted until position is filled.