



Consultant Role: **Public Policy Associate**

This is a part-time/consulting role for up to 40 hours per month, February 2025 - March 2026, with possibility of continuation

About NJ Food Democracy Collaborative:

The NJ Food Democracy Collaborative (NJFDC) is dedicated to promoting equitable and resilient community food systems across NJ. The non-profit organization works at the intersection of food justice, community engagement, and advocacy to empower communities to influence food systems and policies.

Through initiatives like the NJ Equitable Food Purchasing Policy Project, and its Workgroups, NJFDC seeks to establish stakeholder-informed and well-researched policy platforms and campaign plans to advance its four policy priorities.

Position Summary:

The Public Policy Associate will play a critical role in advancing NJFDC's mission by conducting policy research and producing important written materials to advance policy objectives and communication with key stakeholder groups. The Public Policy Associate will spearhead policy research, produce impactful communication materials and develop and implement outreach strategies across NJFDC's network and beyond. This role is integral to driving both policy development and public engagement, ensuring that NJFDC's work reaches key stakeholders, decision-makers, and communities across New Jersey.

The ideal candidate will have strong analytical skills for policy research, coupled with creativity and strategic thinking for content creation, media relations, and grassroots engagement.

Key Responsibilities:

Policy Analysis & Development

- Conduct comprehensive literature reviews and research of food policy topics, focusing on equitable [good food procurement](#), racial and economic justice in the food system,

farm viability, and climate-readiness.

- Develop well-researched policy briefs, platforms, reports, and presentations to inform stakeholders and policymakers.
- Understand and gather input on key food policy issues and craft actionable, evidence-based policy recommendations.
- Create a plan for a multi-stakeholder, statewide, grassroots campaign to enact equitable food procurement policies in New Jersey that center racial and economic justice, farm viability, and climate-readiness.
- Support the organizing and coalition-building for specific policy and legislative priorities. Assess the feasibility and potential consequences of proposed policies on New Jersey's food ecosystem.
- Gather and synthesize key informant feedback from stakeholders to inform policy development.

Communications & Community Engagement

- Develop and execute strategic communications plans to raise awareness of NJFDC's initiatives and impact.
- Translate complex policy research into accessible articles, opinion pieces, and advocacy materials for diverse audiences.
- Plan and execute organizing meetings and events, as needed for policy research and campaign development.

Required Skills and Qualifications:

Education

Master's degree in public policy, communications, nutrition, agricultural economics, or a related field, preferred.

Policy Research & Technical Skills

- Familiarity with statistical software or tools and economic modeling tools. ● Experience conducting literature reviews and synthesizing findings into actionable insights.
- Demonstrated experience in policy writing, including drafting legislation or

resolutions. **Communication & Outreach Skills**

- Exceptional writing, editing, and verbal communication skills for diverse audiences. ● Experience creating content for social media, newsletters, advocacy campaigns, and press relations.
- Proven ability to design and implement strategic communications

plans. **Community Engagement & Coalition Building**

- Experience collecting key informant feedback to guide policy and program development.
- Background in community organizing or grassroots coalition development is strongly preferred.

Knowledge in the Following Areas (Preferred)

- Food supply chains and procurement practices.
- Racial and economic justice.
- Food systems and sustainable agriculture.
- Climate-readiness and its intersection with food policy.

Additional Qualifications

- 2-3 years of experience in policy research, advocacy, communications, or outreach.
- Demonstrated commitment to equity and inclusion, particularly in food systems and justice.
- Ability to work independently, manage multiple priorities, and meet deadlines in a fast-paced environment.

Benefits:

\$17,000 over 13 months for 40 hours per month, maximum. Laptop stipend and some mileage reimbursement for project-related automobile travel.

This is a part-time consulting role. The Public Policy Associate will be compensated by submitting invoices monthly to NJFDC. NJFDC is fiscally-sponsored by the Community Foundation of South Jersey (CFSJ). CFSJ strives to maintain a net 30-day turn around for invoices. Pre-approved project-related travel will be reimbursed monthly at the federal mileage rate.

Application Instructions:

To apply, please submit your resume with a cover letter outlining your relevant experience and interest in the position, as well as at least one (but no more than four) writing samples showing some acumen for policy research and writing, to **Jeanine@njfooddemocracy.org**. Applications will be reviewed on a rolling basis, with a preference for submissions by **February 21, 2025**.

We encourage applications from candidates of diverse backgrounds and experiences.