



## Engagement Coordinator

Supported by a grant through USDA Regional Food Systems Partnership program, the Syracuse-Onondaga Food Systems Alliance (SOFSA or “the Alliance”) seeks applicants to serve as a part-time Engagement Coordinator. As outlined in detail in the responsibilities below, the key functions of the role will be deepening SOFSA’s community and member engagement efforts as well as building awareness of the organization through social media and public events. The Engagement Coordinator will work in close collaboration with the broad range of partners including SOFSA’s Advisory Board and existing staff.

**Title:** Engagement Coordinator

**Supported by:** SOFSA Facilitator & Advisory Board

**Supports:** Community Liaisons

**Schedule:** Part-time, 25 hrs/week, flexible schedule

**Start Date:** October 1, 2021

**End Date:** September 29, 2022 with the possibility of renewal pending funding availability

**Compensation:** \$20-24/hr with generous time off and modest additional benefits

### Background

An independent food council founded in 2019, SOFSA serves as both a network of food system stakeholders as well as a catalyst for change. We engage across sectors to advance projects, build linkages, and foster relationships that enhance the health and livelihoods of all people in Syracuse and Onondaga County. SOFSA aims to ensure the long-term viability and vitality of the region’s food sector while simultaneously increasing access to healthy food and reducing the prevalence of food insecurity within the county. In order to achieve our shared vision for a more equitable and resilient food system, we work to:

1. Strengthen our network by forging new connections inclusive of all residents
2. Assess current conditions to identify gaps and opportunities
3. Strategize together to impact transformative change in our local food system

In September 2020, the USDA Agricultural Marketing Service awarded its inaugural round of Regional Food Systems Partnerships grants. On behalf of the SOFSA partnership, Syracuse Grows was awarded a \$170k planning grant. The two-year project will build upon a yearlong visioning process completed by the council, seeking to effect lasting change within our regional food system and to ensure the ongoing sustainability of the collaboration. The Engagement Coordinator will work alongside the current Facilitator of SOFSA who will serve as Project Director for the grant.

### Job Responsibilities

- In collaboration with SOFSA’s Facilitator and its Membership & Outreach committee, work to shape and execute effective strategies for expanding engagement and developing leadership capacity among communities and food system sectors currently underrepresented within SOFSA’s membership, committees, and the Advisory Board
- Lead community engagement activities including recruitment, training, engagement, and retention of stipended Community Liaisons



- Serve as project lead for all aspects of SOFSA's Storytelling & Listening campaign including partner coordination, oral history roll-out, data management, maintenance of participant consent and privacy, and development of public-facing repository and/or reports to share archived experiences with stakeholders
- Manage SOFSA's social media presence to build awareness of the work of SOFSA and its partners to strengthen the food system in Syracuse and Onondaga County
- Craft and disseminate monthly newsletters to SOFSA's membership
- Support events and site visits to engage SOFSA's membership and expand key partnerships
- Provide support to Facilitator to execute seamless, inclusive convenings of the SOFSA membership including meetings and events both remotely and in-person
- Compile periodic activity reports to track key metrics for grant management and accountability purposes
- Administrative duties as required

### **Desired Qualifications**

- Strong interpersonal, organizational, project management, and communication skills
- Track record of collaboration with diverse partners
- Experience in community organizing and/or engagement initiatives
- Local knowledge of the assets and challenges within Syracuse and Onondaga County
- Clear understanding of and commitment to the goals of SOFSA
- Dedication to tenets of racial and economic justice including those articulated in SOFSA's Equity and Justice statement (available [here](#))

### **Application Process**

Candidates may apply directly through Indeed.com by searching "Engagement Coordinator" in Syracuse, NY. Alternatively, may send a resume and cover letter describing interest in the role to [maura@syrfoodalliance.org](mailto:maura@syrfoodalliance.org). If applying through Indeed, a resume and cover letter are optional, but responding to all application questions and the initial phone screening are highly encouraged. Candidates will be considered on a rolling basis with priority given to applications submitted by September 8<sup>th</sup>, 2021. Interviews are expected to begin the week of September 13<sup>th</sup>.

In addition to building its network across sectors of the food system, SOFSA is committed to expanding representation among the Alliance's leadership, membership, and workforce across dimensions of race, language, ability, sexual orientation, gender identity, and socioeconomic status. In addition to demonstrating the skills and expertise they would bring to the role, candidates are encouraged to include experience building connections across these dimensions in their Indeed application materials or their cover letter.

*This role is supported in its entirety by the USDA Regional Food Systems Partnership grant funding and is subject to all requirements stipulated by the funder and the pass-through organization, Syracuse Grows.*