



Equity, Inclusion, & Engagement Manager

FLSA Classification: Non-exempt	Reports to: SOFSA Director
Compensation: \$25-30/hr plus benefits package, see below	Schedule: Full-time, 37.5 hours/week
Start Date: September 2024	End Date: Ongoing, subject to funding availability
Work Location: 70% remote / 30% in-person activities throughout Onondaga County, NY	Supports: Up to 2 full-time staff, as well as a number of part-time interns, Community Liaisons, and external vendors/contractors

Background

Established in 2019, the Syracuse-Onondaga Food Systems Alliance (SOFSA) is a network of changemakers dedicated to reshaping our region's food system. Grounded in principles of transformative justice and reciprocity, we cultivate connection, collaboration, and coordination across sectors to mobilize our collective resources towards a more just and sustainable food future in Syracuse, Onondaga County, and Onondaga Nation.

Through our network's shared actions, SOFSA works to enact principles of transformative justice and collective impact by:

- Aligning resources and capacity
- Fostering relationships
- Promoting civic engagement and policy development
- Cultivating food system innovation

We strive to address the root causes of food injustice and recognize their interconnectedness with all kinds of systemic oppression. We are building a responsive movement to transform our food system.

The full-time role of Equity, Inclusion, and Engagement Manager is funded by the USDA Regional Food Systems Partnerships Program and the Central New York Community Foundation alongside other project-based grants. The position is an integral part of the SOFSA team, managing an exciting and impactful portfolio of work within a deeply collaborative working environment. The EIE Manager supports our multi-racial, multi-sector coalition of partners to advance food systems transformation that embodies values of relationality, reciprocity, and abundance.

Syracuse-Onondaga Food Systems Alliance is fiscally sponsored by Syracuse Grows, Inc.

Essential Functions

Equity, Inclusion, & Accountability (30%)

- Convene and facilitate a collaborative process with the Equity, Inclusion, & Accountability (EIA) Committee members to revise, hone, implement, and evaluate the effectiveness and impact of SOFSA's Equity & Justice Action Plan.
- Seek out funding opportunities to support the ongoing implementation of the E&J Action Plan. Grant proposal language will articulate SOFSA's movement-building framework, past successes, and future plans to deepen impact.
- In collaboration with SOFSA's team of Community Liaisons, work to shape and execute effective strategies for expanding engagement and developing leadership capacity among communities with lived experience of food injustice
- Plan and execute network-wide learning opportunities around food justice and racial equity
- Regularly participate in meetings of SOFSA's staff, leadership, and the broader network to provide oversight, feedback, and advance Equity & Justice Plan objectives
- Support efforts to review all organizational activities, communications, fiscal procedures, and operational processes with an equity lens, providing actionable recommendations as needed
- Serve as team lead to plan and execute SOFSA's Annual Food Justice Gathering including leadership of the day's content development, coordination of event logistics in close partnership with the Food Systems & Network-Building Organizer. The event will take place on Saturday, October 26th, 2024 and the first day of early voting in Onondaga County each year thereafter.
- Maintain SOFSA's adherence to its values of accessibility by ensuring proper accessibility needs are addressed and planned for at SOFSA events and convenings

Movement-Building & Strategic Leadership (30%)

- Alongside the Director and the rest of the Leadership Team, work to operationalize SOFSA's forthcoming Strategic Action Plan.
- Serve as primary thought- and accountability-partner to the Director in maintaining alignment between organizational activities and values – especially those related to equity, inclusion, and justice.
- Support iterative and values-aligned organizational development, fundraising, and sustainability planning in service of SOFSA's mission.
- Cultivate and co-create inclusive spaces across the SOFSA network, offering a variety of “on-ramps” to engagement with the organization's food systems movement-building efforts.
- Support exploration around establishing a food systems incubator model to support unincorporated and grassroots initiatives
- Facilitate SOFSA's Food as Medicine 2.0/Health Justice Working Group and participate in additional working groups and committees to achieve meaningful collective impact.

Community, Youth, & School Engagement (30%)

- Manage all community engagement activities including recruitment, training, engagement, management, and retention of stipended Community Liaisons and engaged youth members.
- Ensure Community Liaisons activities support SOFSA's mission advancement in alignment with ratified bylaws. Evaluate progress and success of the program in consultation with key leaders.
- Serve as project lead for all aspects of SOFSA's Community Listening efforts including budget management, community partner grant-making, listening session facilitation, data management, maintenance of participant consent and privacy, and development of public-facing repository and/or reports to share archived experiences with stakeholders
- Manage budgets and expenditures related to all community and youth engagement programming
- Lead SOFSA's youth engagement efforts including serving as the primary contact cultivating ongoing partnerships with Syracuse City School District, the Kitchen Literacy Project, and Onondaga Nation Farm among others.

Administrative & Other (10%)

- Contribute to team-wide efforts to develop and finetune “standard operating procedures” including formalizing an annual workplan/project management process

- Support efforts to find efficiencies to improve administrative and financial processes
- Compile periodic activity reports to track key metrics for grant management and record-keeping
- Maintain organizational operations in the Director's absence
- Other administrative duties as required

Desired Competencies & Qualifications

As a dynamic network seeking to effect transformative change within our region's food system and offer new models for collaboration and impact, we strive to cultivate a team of highly organized systems thinkers who share a mindset that embraces both personal and collective growth. For all positions, SOFSA seeks to hire individuals with a demonstrated understanding of the intersections of racial, economic, and environmental justice.

For this role in particular, we expect the successful candidate will have many of the following:

- Deep understanding of the role of impactful networks in advancing systems change
- Strong interpersonal, organizational, project management, and communication skills
- Track record of authentic collaboration with diverse partners
- Growth mindset and personal commitment to ongoing learning
- Experience in community organizing, inclusive facilitation techniques, and/or civic engagement initiatives
- Local knowledge of the assets and challenges within Syracuse, Onondaga County, Onondaga Nation, and the Central New York region more broadly
- Alignment with SOFSA's mission, goals, values, and action orientation
- Dedication to tenets of racial and economic justice including those articulated in SOFSA's Equity and Justice statement (available [here](#))

Required Education and Experience

- Many different educational backgrounds can be successful in this role. However, a proficient level of computer literacy is needed to perform the job duties.
 - Experience and comfort with technologies that support remote collaboration strongly preferred including Gmail, Google Calendar, Google Drive, Google Docs, and Zoom.
 - Willingness to learn new technologies as needed including monday.com project management software.
- At least 2 years of full-time work experience (or the part-time equivalent) in one or more of the following fields is required:
 - Coalition-building and/or community organizing
 - Equity, inclusion, justice, and belonging initiatives
 - Policy and systems change in food, health, environment, or another field
 - Other food systems-related content knowledge
 - Liberatory practices in organizational governance, fundraising, operations, etc.
 - Project and/or people management
 - Capacity-building and organizational leadership
 - Budget and/or grant management

Work Environment

Work will predominantly take place in a home office setting to be provided by the employee, with once- to twice-weekly in-office workdays. In-person events, meetings, and other engagements will take place in diverse settings including public libraries, community spaces, food pantries, schools/universities, farmers markets, farms, and other facilities.

Schedule

The SOFSA team operates on a flexible schedule and with a 37.5-hour workweek. In consultation with their supervisor, each employee will tailor their schedule to meet their own unique needs and working style while supporting a high-functioning, collaborative team. We anticipate that at least half of job responsibilities will take place during regular business hours of 9am-5pm Monday through Friday including one whole team in-office day together to coordinate across initiatives and organizational goals. Some evening and weekend hours are also required to meet the needs of the communities we serve. Extended working days are mandatory the day-of and day prior to the Annual Food Justice Gathering (generally the fourth Saturday of October).

Physical Demands

Job is mostly sitting; however, candidate may need to stand for extended periods and/or lift up to 30lbs on occasion. Accommodations are available as needed.

Travel Required

Yes, candidate must have reliable transportation to attend activities throughout Onondaga County. Candidate will have opportunities for occasional travel to other locations across the state and/or country.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Authorization and Security Clearance Requirements

SOFSA does not sponsor employment visas. No security clearance is needed.

Affirmative Action/EEO statement

It is the policy of SOFSA to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

Compensation Calculation

SOFSA strives to implement an equitable compensation structure organization-wide. We are committed to paying a livable wage to all employees. The calculation of the successful candidate's exact compensation within the advertised range will be based on numerous factors including: 1) years of directly and indirectly relevant prior work experience, 2) lived experience; 3) additional language proficiencies beyond English; and 4) advanced degrees beyond a Bachelor's level. We expect that most candidates for this role will begin in the lower third of the advertised range with the higher end of the range reserved for individuals who demonstrate prior experience with all or nearly all of the competencies outlined in the job description as well as many of the additional determining factors listed above.

Benefits

To support our employees beyond compensation alone, SOFSA offers a benefits package which includes:

- 15 vacation days, 15 sick days, and 2 personal days accrued per year
- 11 paid holidays plus 2 floating holidays per year

- A paid weeklong organization-wide closure for rest and reflection each year (December 25-January 1)
- Contribution toward health benefits package
- \$75/month home office stipend
- 401k matching (up to 3%) after completing one year of full-time service
- Access to a suite of additional benefits through our Professional Employer Organization, Staff Leasing
- Access to professional development opportunities
- Flexible schedule and other accommodations to support staff success and wellbeing

How to Apply

To apply, candidates should complete the application available at <https://wkf.ms/3UIC1Ib>. As part of the application, candidates will be asked to submit a resume as well as a sample work product relevant to the role. Priority deadline is **1pm on Monday, August 12th, 2024**. Applications will be reviewed on a rolling basis until the position is filled.

In addition to building its network across sectors of the food system, SOFSA is committed to expanding representation among its leadership, membership, and workforce across dimensions of race, language, ability, sexual orientation, gender identity, and socioeconomic status. Candidates are encouraged to include experience building connections across these dimensions in their application materials.

What to Expect from the Hiring Process

We are committed to transparency and aim to minimize the stress and uncertainty of our application and hiring process. By the end of the process, we hope final candidates will have had a chance to meet with between 5-6 individuals connected to SOFSA. We aim to complete the hiring process by the first week of September with an anticipated start date in mid- to late September.

1. A Zoom interview with a panel of 3-4 SOFSA leaders (~1 hr)
2. An in-person lunch meeting and facilitation exercise with representatives from the Community Liaisons team and EIA Committee members (~1.5 hrs)
3. Professional reference checks for the final candidate(s)

While we aim to complete the hiring process within the timeline outlined above, we are committed to finding the right individual to fill this key position on our team. The position will remain open until filled and adjustments to the timeline may be required. We strive to be communicative and inclusive throughout our hiring processes.

Signatures

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Director's Signature

Date

Print Name

Employee Signature

Date

Print Name