



## Cultivate Charlottesville

SEEKING APPLICANTS. **Open April 1, 2022**

Title: **Food Justice Network Program Associate**

**Scope of Work:** Cultivate Charlottesville is seeking applications for the **Food Justice Network Program Associate** position as part of our Food Justice Network Program. The **Food Justice Network Program Associate** is primarily responsible for advancing food equity in Charlottesville through supporting community advocacy efforts to build a healthy and just food system. The Cultivate Charlottesville team recognizes the impact of systemic racism, individual bias, and white supremacy on the Charlottesville community and all team members work to recognize, respond to, and dismantle inequities in the work we do.

### Position Description

The **Food Justice Network Program Associate** core functions include:

1. **Coalition Building and Network Coordination** –in collaboration with FJN Program Director and with the purpose advancing toward the overall FJN goal.
  - a. **Support FJN Large Group gatherings** including scheduling meetings, building agenda, and supporting with logistics for bi-monthly large group meetings for 35 member organizations, conducting partner outreach, and ensuring excellent note taking.
  - b. **Provide Support for CFJN Organizations** participating in the 5 advocacy action teams: Healthy School Foods Team, Urban Agriculture, Affordable Housing, Neighborhood Food Access, and Transportation. This support may include research, coordinating schedules for meetings, editing papers, etc.
  - c. **Support CFJN Planning Team Monthly Meetings** by coordinating necessary outreach for planning team, note taking during meeting, working with Program Director to track progress.
  - d. **Build Relationships** with individuals and key partner organizations to engage community voice and decision making in food equity efforts and its intersections.
2. **Food Justice Network Communication and Thought Leadership**
  - a. **Maintain Network Communication & Administration** by maintaining the FJN list serve and mailing list, updating website content and developing communication tools such as monthly newsletter, blog posts and social media outreach, presentations and other materials.
  - b. **Support FJN Program Director** in the research and development of one pagers, presentations, and food equity trainings for diverse audiences including city department staff, non-profit partners from different sectors, university classes, or funders. .
3. **Community Advocate Initiative**
  - a. **Support the Cultivate FJN Community Advocate Lead** in developing program curriculum for food justice representatives from different neighborhoods in the Charlottesville Area.
  - b. Support with recruitment, interviewing and hiring of the community advocates.
  - c. Support with implementation of a three month intensive Community Advocate program.

#### 4. Food Equity Initiative

- a. Collaborate with the Food Justice Network Program Director to implement the Food Equity Initiative partnership with City Council that focuses on the intersection of urban farming, healthy school foods, transportation and food pathways, affordable housing, and food access markets.

#### 5. Strengthen Organizational Goals and Values

- a. Contribute as part of the FJN program team in team meetings and program planning.
- b. Contribute as part of the Cultivate Charlottesville team with organizational activities such as community events, social media and community outreach, evaluation tracking, etc.
- c. Engage in a robust culture of inquiry where critical thinking, self-reflection and ideas on effectiveness, improvements, and building equity are welcome.
- d. Work to transform racial inequities in all aspects of your work with strategic and intentional action.
- e. Cultivate health and environmental sustainability in all program strategies and implementation.
- f. Support collection of program evaluation data for grant reports and tracking work progress across activities and support with grant writing and reporting.

All Cultivate staff members are responsible to uphold values and practices that support reaching our mission with integrity and which utilize our core organizational strategies including: engage and educate youth in nature through garden based experiences; grow and share food to enhance access, connectivity and health; collaborate with partners and community; dismantle racial inequities and actively build equity; amplify community power, leadership and action; mobilize with partners for policy change; and cultivate sustainability, equity, capacity, and leadership.

### Organizational Structure

**Supervisory Structure:** The **Food Justice Network Program Associate** reports directly to the FJN Program Director and works closely with the Network Partners and Food Justice Network team.

**Project Hours:** The **Food Justice Network Program Associate** is an exempt salaried position at 100% Full Time Equivalent or FTE (35-45 hours/week). Hours are during the workday with meetings on evenings or weekends.

**Compensation:** The **Food Justice Network Program Associate** compensation range is \$40,000-\$43,672 Full Time Equivalent (FTE) with a generous leave policy and robust benefits including health, dental, vision, life insurance, and an IRA savings match program. New employees generally start at the beginning of the range depending on experience.

### TO APPLY

The **Food Justice Network Program Associate** requires multiple skill sets including a high level of organization and engagement, innovation and initiative, passion for engaging with community, flexibility, and commitment to the Cultivate vision and values. The preferred candidate will have:

- A minimum of 2-3 years experience or a bachelor's degree in a related field (food justice, urban agriculture, community food systems, public health, policy advocacy) including some experience in community advocacy



- Robust research, communication, and organization skills with the ability to manage multiple projects and priorities with flexibility and alignment to our mission
- Experience working in diverse communities with a clear understanding of multi-cultural contexts and racial equity practices. A specific preference for experience in Charlottesville's neighborhoods
- Racial equity analysis skills and/or an anti-racism background
- Computer competence including MS Office Software and other online tools
- Value the self-determination of community members to address issues around food equity
- Transportation and a good driving record
- Ability to engage in gardening and urban farming

Candidates that have racial equity analysis skills, anti-racism backgrounds, or are members of Black, Indigenous, LatinX, LGBTQI, and other historically marginalized communities, as well as long-time Charlottesville residents, are strongly encouraged to apply.

**To apply**, please submit a résumé, cover letter and contacts for two references to Megan Donovan at [admin@cultivatecharlottesville.org](mailto:admin@cultivatecharlottesville.org). Include 'FJN Program Associate' in the subject line. In the cover letter, please address: How your experience is relevant to the **Food Justice Network Program Associate**; What interests you about this position with Cultivate Charlottesville and your familiarity with Charlottesville in the context of racial equity. If you have the software, please bundle your cover letter, résumé, and references into one PDF.

### Organizational Descriptions

Launched in 2010, Cultivate Charlottesville aims to create a healthy and equitable future – personally, in community, and across systems and structures. We do this through nine City Schoolyard Gardens and garden programming at Charlottesville City Schools and neighborhoods; the Urban Agriculture Collective farming and community markets; and the Food Justice Network advocacy and collaboration. We believe that working together to grow gardens, share food and power, and advocate for just systems – cultivates a healthy community for all. *Core Values: Self-Determination, Partnership, Environmental Justice, Community, Respect, Discovery, Equity – Racial, Social & Economic, Inclusiveness, Collaboration, Humility, Compassion, Health and Wellness.*

Cultivate Charlottesville is an equal opportunity employer. We strongly encourage applications from BIPOC, bilingual and bicultural individuals, women, people who have experienced poverty, members of the lesbian, gay, bisexual, transgender communities, and from long-time Charlottesville residents. Applicants shall not be discriminated against because of race, color, veteran status, religion, gender, sex, gender identity or expression, sexual orientation, age, mental or physical disability, medical condition, national origin, ethnicity, political affiliation or marital status, or any other characteristics protected under Federal or State laws or local ordinance. Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.