



Center for Ecoliteracy Open Contract

Policy and Communications Coordinator

March 5, 2021

Position Summary

The Center for Ecoliteracy is seeking a Policy and Communications Coordinator to support our efforts through outreach to program constituents, research, program communications, and project coordination. This position will report to the Policy and Grants Manager and the Outreach and Communications Manager. Key qualities include: independent worker, organized, solutions oriented, self-starter, affinity for outreach and connecting with people, ability to work collaboratively across projects and team members, and someone who is passionate about data and research.

Essential Job Functions

- Outreach and engagement. Conduct surveys and interviews with school food service directors to inform policy strategy, advocacy efforts, and programs. Analyze data using both quantitative and qualitative techniques. Support California Food for California Kids program goals, including program recruitment, assessment, and general advocacy support, including, coordinating sign-on letters, developing talking points, and general outreach to our constituents.
- Research and reports. Synthesize relevant research from a wide variety of sources, including peer-reviewed research, public data and reports, and grey literature. Contribute to advocacy reports that synthesize relevant research and/or input from school food service directors obtained through surveys and interviews.
- Program communications. Support and track communications activities, including social media, press releases, articles, and earned media. Collect and develop stories from school food stakeholders — which may include students, food service workers, and/or educators — to use in communications efforts with policymakers, the general public, and the California Food for California Kids Network.
- Project coordination. Provide day-to-day coordination support on communications and policy related projects, including the development of schedules and tracking progress towards deliverables and milestones.

Required Knowledge, Skills, and Abilities

- Experience conducting interviews, managing relationships
- Ability to analyze and synthesize data
- Computer skills including the Microsoft Office Suite, Google Suite, Slack, and other cloud-based systems. The Center for Ecoliteracy uses Apple devices in the work environment.
- Ability to coordinate deadlines and manage competing priorities using project management best practices, executing assignments with attention to detail and adherence to specifications.
- Demonstrated ability to manage project phases, deadlines, and reporting, ability to delegate tasks.
- Research skills relevant to policy, public health, or environmental organizing and advocacy (i.e., literature review, qualitative and quantitative data analysis).

Additional Preferred but not Required Skills

- Familiarity with school food service operations and federal/state school food service guidelines
- Familiarity with the California legislative and budget processes.

How to Apply

Please be sure to include a personalized cover letter with your resume to jobs@ecoliteracy.org.

This is a contract position for 32-40 hours per week for 6 months.