

# NYC Partnership on Food and Fitness

## *Job Announcement*

### **Project Coordinator, Food and Fitness Initiative**

NYC recently received funding from the WK Kellogg Foundation to convene a Partnership for Food and Fitness. Co-Conveners are FoodChange, the NYC Department of Health and Mental Hygiene and the Office of the Mayor. Food and Fitness is intended to be a multi-year national initiative designed to plan and create community environments that support access to fresh, locally grown healthy affordable food and accessible safe environments for physical activity and play. The initiative will begin with the convening of a Partnership to undertake a 2-year planning process. At the end of the initial 2 years, a 5-year implementation plan for priority programs and policies will be in place. The NYC Partnership for Food and Fitness will harness the momentum of NYC, and allow agencies and organizations to converge and work on a collective vision of NYC becoming one of the healthiest places to live and visit.

#### **Primary Function of Project Coordinator:**

Coordination and support of the New York City Partnership on Food and Fitness

#### **Essential duties and responsibilities include the following:**

##### ***Coordination***

- Handles correspondence
  - Organizes meetings
  - Due diligence
  - Gets background materials for communities and steering committee
- Overseeing consultants/contracts
- Facilitates, coordinates, communicates about meetings including helping to mediate conflicts that arise
- Manages group objectively, fairly
- Reports to Co-Conveners (co-chairs) of the Partnership and staffs their work for the project
- Helps coordinate working groups
- Proactively recognizes and develops resources, connections, etc. for coalition
- Updates group on new information (clearing house function)

##### ***Writing/Speaking***

- Creates drafts of reports for Kellogg and others and is able to revise and edit
- Helps create and integrate timeline and accountability work plan for coalition
  - Keeping an eye on balance fitness and food, and local vs. city-wide plans and opportunities
- Capable of being a spokesperson for the coalition
- Trainer/capacity building
- Draft policies

**Inter Relationships:** The Food and Fitness Initiative will bring together government, non-government, and community organizations and individuals to improve healthy food and physical activity access in targeted communities and address relevant city-wide policy. The position will support the development and tasks of the Partnership.

**Qualifications:** Experience in coalition building and collaboratives preferred. Understanding and familiarity with policy issues in obesity and/or food and physical activity and a strong interest in the overlap between public health and the built environment is preferable. The ideal candidate will have strong written and verbal communication and organizational skills. Strong leadership, research and evaluation skills preferred. Minimum of three to five years experience in the public and/or private sector. Master's degree, or equivalent preferred.

FoodChange is an Equal Opportunity Employer.

Please send a cover letter and resume to:

**FoodChange (re: Food and Fitness)**

**c/o Kate MacKenzie**

**39 Broadway, 10<sup>th</sup> Floor**

**New York, New York 10006**

**Or e-mail to: [kmackenzie@foodchange.org](mailto:kmackenzie@foodchange.org) / fax to: (212) 616-4990**