

**STRATEGIC PARTNERSHIPS ASSOCIATE  
LOS ANGELES FOOD POLICY COUNCIL**



**POSITION SUMMARY**

**Position: Strategic Partnerships Associate**

**Hours: Full time, hourly, non-exempt**

**Duration: 1 year contract**

**Location: Los Angeles, CA (hybrid remote)**

**Hourly Rate: \$32.00/hr - \$36.00/hr**

**Desired Start Date: June 2025**

**ORGANIZATIONAL DESCRIPTION**

The Los Angeles Food Policy Council (LAFPC) is a collective impact organization, working to make Los Angeles a Good Food region for everyone—where food is healthy, affordable, accessible, fair and sustainable. Through policy creation, cooperative relationships and innovative projects, our goals are to reduce hunger, improve public health, increase equity in our communities, create good jobs, stimulate local economic activity, and foster environmental stewardship.

To help achieve these goals, we are seeking an experienced, motivated individual to join our team as the Strategic Partnerships Associate

**POSITION DESCRIPTION**

The Strategic Partnerships Associate will support the coordination and facilitation of our regularly convened partners and collaborators. This will include all LAFPC working groups and alliances under the direction of the Manager of Strategic Partnerships. The Associate will support working group leadership development and cultivation activities and aid in orientation and training to selected co-chairs for each working group, ensuring these groups remain effective and action-oriented. Additionally, the associate will support community-based organizations and retailers such as through our Good Food Zones pilot project, updating of the Good Food for All Agenda and working groups.

**Key Responsibilities:**

**Working Group Management & Support (40%)**

- Support the coordination and management of LAFPC's working groups, ensuring alignment with the organization's mission and goals.
- Assist in the selection, orientation, and training working group co-chairs, providing guidance and resources for effective leadership.
- Maintain regular communication and collaboration between working

group members and LAFPC staff to ensure initiatives remain on track.

### **Community Initiatives and Grant-Making (30%)**

- Assist in the coordination and facilitation of food equity training programs, such as Food Leaders Lab, for community-based organizations (CBOs) and community members.
- Engage with stakeholders to ensure diverse voices are represented and integrated into LAFPC's initiatives.
- Provide logistical and administrative support for the micro-grant programs, including Good Food Zone and CDFA Urban Ag Block grants, supporting strategic direction and implementation.

### **Strategic Partnership Management (20%)**

- Assist in fostering and maintaining relationships with working group and alliance members to increase engagement across LAFPC's mission.
- Help identify new regional partnerships to support LAFPC's projects and goals.
- Provide logistical and administrative support for partnerships with external organizations, including local elected offices, to advance LAFPC's policy goals and initiatives.
- Contribute ideas and strategies for maximizing the impact of strategic partnerships and community collaborations.

### **Team Collaboration and Organizational Support (10%)**

- Contribute to LAFPC's overall success by offering feedback, insights, and suggestions to strengthen the organization's work.
- Collaborate across departments and assist with internal organizational tasks and projects as needed.

### **QUALIFICATIONS**

- Required Experience and skills:
  - Bachelor's degree in urban planning, public policy, public health, public administration, or a related field or 5 years of experience in these fields
  - At least 2 years of experience in coalition building and facilitation, partnerships management, and/or community initiatives.
  - At least 2 years of demonstrated work supporting a collaborative, participatory manner with diverse stakeholders, including but not limited to community organizations, policy makers, and funders.

- Strong organizational skills with the ability to manage multiple tasks, deadlines, and priorities.
- Excellent verbal and written communication skills.
- Critical thinking and problem-solving abilities.
- Experience with project management tools such as Asana, or similar platforms.
- Proficiency in Microsoft Office and Google Suite.
- A strong commitment to advancing social and racial equity, particularly in food systems.
- Desired Experience and skills :
  - At least 3 years of experience in coalition building and facilitation, partnerships management, and community initiatives.
  - At least 3 years of demonstrated work supporting a collaborative, participatory manner with diverse stakeholders, including community organizations, policy makers, and funders.
  - Experience in food equity work or community organizing in Los Angeles or Southern California.
  - Knowledge of local government processes and food policy issues.

### **Other Requirements:**

- Access to reliable transportation for local travel.
- Valid driver's license and clean driving record.
- Ability to work occasional evenings, weekends, or travel as needed.

### **Compensation:**

Competitive hourly rate based on experience, with benefits including health, dental, and vision coverage, paid time off, and professional development opportunities.

LAFPC is committed to building a diverse and inclusive team. We encourage individuals from all backgrounds to apply, especially those with lived experience in the communities we serve.

### **BENEFITS**

The Los Angeles Food Policy Council—a fiscally-sponsored project of Community Partners—offers paid holidays and vacation; health, dental, and vision insurance; a retirement plan with employer match; and a range of professional development opportunities. LAFPC promotes healthy work-life balance and workplace culture for its staff.

This is a grant-funded position with an expected one year contract. Extension beyond one year may be possible based on additional grant-funding availability.

How to Apply: Submit a cover letter, resume, and writing sample to [jobs@goodfoodla.org](mailto:jobs@goodfoodla.org). The subject line should read: *Strategic Partnerships Associate* - [CANDIDATE NAME], and the resume should be attached as PDF. The cover letter should discuss relevant experience and describe the applicant's leadership abilities. The writing sample must be relevant to the position and limited to 5 pages in length. Links to writing samples posted online are permitted.

Incomplete applications will not be considered.

Los Angeles Food Policy Council is an equal opportunity employer committed to a diverse and inclusive workforce. As part of this commitment, LAFPC encourages women and gender diverse people, BIPOC, LGBTQIA+ individuals, veterans, immigrants, and anyone with a disability to apply for all of our positions.