

**PT POLICY ASSOCIATE  
LOS ANGELES FOOD POLICY COUNCIL**



**POSITION SUMMARY**

**Position:** Policy Associate  
**Hours:** Part Time, non exempt (25 hr/week)  
**Duration:** 1 year contract position  
**Location:** Los Angeles, CA (hybrid remote)  
**Salary:** 32.00/hr - 35.00/hr  
**Desired Start Date:** ASAP

**ORGANIZATIONAL DESCRIPTION**

The Los Angeles Food Policy Council (LAFPC) is a collective impact initiative, working to make Los Angeles a Good Food region for everyone—where food is healthy, affordable, accessible, sustainable and fair. Through policy development and advocacy, 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 Policy Associate.

**POSITION DESCRIPTION**

The Policy Associate will support LAFPC's policy research and education, advocacy efforts, government relations strategy, and grassroots capacity-building. The Policy Associate, under the supervision of the Director of Policy and Coalitions will conduct policy research in support of the LAFPC Working Groups and Network. The Policy Associate will aid in policy-based research projects which may include quantitative and qualitative data collection. Policy issue areas fall under the pillars of nutrition security, economic development and environmental sustainability and may include policies related to urban agriculture, nutrition security, healthy retail, food waste prevention and diversion, institutional procurement and more. Specific policy-based projects are supporting LAFPC's food hub study.

**ESSENTIAL RESPONSIBILITIES**

**Policy Research and Analysis (40%)**

- Support the creation of position statements, policy reports, issue briefs, and other long- and short-form analyses to inform policymakers, key stakeholders and the public.
- Contribute to data collection and analysis for short and long-term research projects to inform organizational strategy and serve as a basis for measuring

- organizational and collective impact on local food system change, including th
- Regularly seek out innovative and best practices in food policy, planning, public health, economic development, environmental, and related fields. This includes consistent monitoring of academic and popular publications and news, conducting informational interviews with relevant experts as needed.
- Support in leading administrative functions for the policy and coalitions team to ensure proper team communication, collaboration, and project tracking.

### **Policy and government relations (30%)**

- Regularly participate in key city council, board of supervisor or other government meetings and report back on issue areas pertaining to LAFPC's mission
- Assist in drafting letters of support or opposition, talking points, and other advocacy materials to influence decision-makers and advance the organization's policy goals.
- Support the tracking and analyzing of relevant food policy, legislation, and regulations at the local and state-level.
- Build and maintain relationships with policymakers and staff, government agencies, and other key stakeholders.
- Coordinate meetings and facilitate communications with government representatives to advance the organization's priorities.
- Represent LAFPC in external coalitions and working groups related to key priority areas.
- Play a supporting role when meeting with local decision-makers, elected officials, and city staff to advance strategic policy priorities

### **Grassroot outreach and engagement (20%)**

- Lead the development, implementation, and facilitation of workshops, information sessions, trainings, and other gatherings with external audiences to build capacity within policy and advocacy.
- Contribute to expanding our network of volunteers, advocates and collaborators by participating in community events, and other outreach opportunities.
- Support with developing policy education and promotion materials and resources for external audiences and partners.

### **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.

## **REPORTING STRUCTURE**

The Policy Associate will report directly to the Director of Policy and Coalitions and will work closely with the Senior Food Systems Analyst and collaborate with other LAFPC staff from policy, programs, communications, and operations.

## **MINIMUM REQUIREMENTS/QUALIFICATIONS**

Relevant skills and experience include critical and strategic thinking, activist mindset, research, multi-disciplinary writing, facilitation and project management. A strong candidate will have familiarity and experience working on public policy, grassroots organizing and group facilitation relative to food, health or economic development, with a commitment to social and racial equity.

### Required Skills and Experience:

- A Bachelors degree in a relevant field, such as public policy, political science, public health, public administration, or a related field
- At least 2 years of experience conducting policy research and analysis, and writing and publishing reports and/or content for diverse audiences, including public sector, academic and general public audiences
- At least 2 years experience facilitating workshops, trainings and presentations to external audiences ranging from grassroots to grassroots individuals
- At least 2 years experience supporting multiple projects and meeting deadlines through comprehensive project management
- Excellent verbal and written communication skills
- Problem-solving, inter-disciplinary and critical thinking skills
- Organized and detail-oriented
- Working knowledge of Microsoft Office software and project management tools such as Asana

### Desired Skills and Experience

- At least 3 years of experience working in or with local government
- At least 3 years of experience in policy advocacy within food systems, food equity, nutrition security, food access, social safety net programs or related area
- Strong understanding of local government legislative and budget processes
- Strong familiarity with food policy issues in Los Angeles and/or Southern California
- Lived experience in communities served by LAFPC programs and/or policy initiatives.

## **OTHER REQUIREMENTS**

- This position requires regular local travel. As such, the following requirements apply:
  - o Access to reliable transportation.
  - o If utilizing a private vehicle, maintain Valid Class C Driver's license and clean driving record.
- When necessary, working evenings or weekends and occasional overnight travel required.
- The LAFPC team is currently working remotely. We do have mandatory monthly in person staff meetings and we are exploring potential office spaces and a hybrid work schedule.

### **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.

**How to Apply:** Submit a cover letter, resume, and writing sample to [jobs@goodfoodla.org](mailto:jobs@goodfoodla.org). The subject line should read: *Policy Associate - [CANDIDATE NAME]*, and the resume should be attached as PDF. The cover letter should discuss relevant experience and describe the applicant's relevant abilities. The writing sample can be a school report and preferably relevant to the position. It should be no more than 3 pages in length. Links to writing samples posted online are permitted.

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.