



PROGRAM COORDINATOR, FOOD LAW AND POLICY CLINIC

BACKGROUND:

Reporting to the Director of the Food Law and Policy Clinic (FLPC), the Program Coordinator will work independently and with the Director, staff, and students on a broad range of international, federal, state, and local policy projects addressing the health, environmental, and economic impacts of our food system. FLPC projects make cutting-edge policy recommendations to increase access to nutritious food for individuals and families, assist small-scale and sustainable food producers in participating in markets, and reduce the waste of healthy, wholesome food.

ESSENTIAL FUNCTIONS:

The Program Coordinator will play a key role in advancing two significant, high-profile FLPC initiatives: the National Farm Bill Research Consortium Project, and the Food Waste Initiative. The National Farm Bill Research Consortium Project is a new initiative, led by FLPC, which brings together leading food, agriculture, and environmental programs spanning six law schools as well as students from the newly-formed Food Law Student Network. Such engagement by law schools and law students in the farm bill, the most significant piece of legislation for the U.S. food system, is unprecedented. The Consortium aims to leverage and expand the expertise of Consortium partners by conducting coordinated research on various facets of the farm bill, identifying and proposing policy changes to improve the next farm bill, and building a collaborative platform to engage in future farm bills.

FLPC's Food Waste Initiative makes up a large and growing portion of the Clinic's work. As a leader in the national effort to reduce food waste, FLPC works to identify, analyze, and recommend improvements to laws and policies that impact how much food goes to waste in the U.S. This includes providing policy assistance at the federal, state, and local levels, working with nonprofits and coalitions to understand the laws and improve the policies impacting food waste, speaking at and hosting conferences and events, and identifying cutting edge policy ideas to reduce the waste of healthy, wholesome food.

The Coordinator's work will entail, but is not limited to:

- Serving as an FLPC ambassador on these two key initiatives by identifying and liaising with programs around the country to advance project needs.
- Scheduling, organizing, and attending meetings, events, and conferences. Assisting in development of event and conference reports and outputs, as relevant.
- Assisting in the development, editing, and updating of relevant project materials, including promotional, media, outreach, and research materials and reports.
- Contributing to research, writing and editing of project reports and deliverables.
- Assisting in the preparation of grant proposals and reports. Systematizing operations for project workflow within the team.
- Coordinating internal and external communications, including press statements, talking points for events and media appearances, etc.
- Collaborating with communications staff to maintain project website and social media accounts.
- As needed, assisting with other FLPC program needs.

QUALIFICATIONS:

College degree preferred, or an equivalent of education plus relevant experience in an office environment. 1-2 or more years of related experience.

Successful candidates should possess the following skills and attributes: strong writing, research, interpersonal and communication skills; creative problem-solving skills and demonstrated ability to work innovatively within broad program goals; strong sense of self-motivation and entrepreneurial mindset; strong organizational, time management, and project management skills; detail-oriented; ability to work independently, as well as in teams, and in demanding and periodically high stress circumstances. Skill in Microsoft Office Suite (Word, Excel, PowerPoint); WordPress also helpful.

Demonstrated experience, knowledge or interest in food systems and/or food policy.

For more information about the Food Law and Policy Clinic, visit: www.chlpi.org/flpc

To apply to this position: <http://hr.harvard.edu/jobs/>; Requisition #40751BR