

## Sitka Community Food Assessment Project Coordinator

**Job Position:** This new and exciting position will create and support the *Community Food Assessment for a Food Resilient Sitka*. In order to understand Sitka's food security, we need to first conduct an assessment. The assessment will be used to develop a Strategic Action Plan to ensure the resiliency of Sitka's food future. The successful candidate will report to The Sitka Community Food Assessment Committee Co-Chairs.

### Primary Responsibilities:

- Serve as a liaison between the Sitka CFA Steering Committee and project stakeholders, community members and local organizations.
- Recruit community participation and outreach to community members and organizations.
- Use the USDA Community Food Assessment Toolkit as the guide for this project.
- Coordinate the development and implementation of assessment activities: surveys, focus groups, other assessment activities.
- Create flyers for meetings, conduct outreach to CFA leaders, community members and organizations.
- Oversee the collection of secondary data on Sitka's food supply and demand, including demographics, socioeconomic status, and fishing & hunting.
- Assist in organizing the 2013 Food Forum.
- Compile and analyze all data into a Draft Sitka Food Assessment to be presented to the community at the Sitka Food Forum in the fall of 2013.
- Incorporate feedback from the Food Forum to create a Final Sitka Food Assessment for 2012-13.
- Complete a final report on the project for SEARHC by November 1, 2013.

### Qualifications/Experience:

- Excellent organizational skills, ability to manage multiple tasks and meet deadlines.
- Knowledge and familiarity with Sitka.
- A background and an understanding of food systems, nutrition, public health or environmental studies.
- Excellent written and verbal communication skills.
- Strong interpersonal skills, outgoing and energetic.
- Experience with community outreach, events planning and meeting facilitation.
- Computer competency; working knowledge of Word and Excel.

**Compensation:** Currently, this is a one-quarter time position, for a one-year duration. \$44,000/year, .25 FTE = \$11,000 + 1,100 fringe. Depending on funding, position may increase to half time.

**How to Apply:** Please e-mail your resume and cover letter to Kerry MacLane [maclanekerry@yahoo.com](mailto:maclanekerry@yahoo.com) and Andrianna Natsoulas [anatsoulas@alaskasft.org](mailto:anatsoulas@alaskasft.org) by November 30<sup>th</sup>, 2012. Position to begin January 7<sup>th</sup>, 2013