

Biodiversity Program Coordinator

Location: Brooklyn, NY

Reports to: Director of Programs

Food is a common language and a universal right. Slow Food USA envisions a world in which all people can eat food that is good for them, good for the people who grow it and good for the planet. In essence, food that is good, clean and fair. Seeking to create dramatic and lasting change in the food system, Slow Food USA reconnects Americans with the people, traditions, plants, animals, fertile soils and waters that produce our food. We work to inspire a transformation in food policy, production practices and market forces so that they ensure equity, sustainability and pleasure in the food we eat.

Slow Food USA (SFUSA) is part of Slow Food International, an eco-gastronomic non-profit organization of more than 83,000 members worldwide. With more than 17,000 members, SFUSA oversees activities in the US, including nationally run programs and the support and promotion of the 210 local chapters that carry out the Slow Food mission in their communities.

Position Summary: The Biodiversity Program Coordinator position is responsible for supporting SFUSA's *Ark of Taste*, *Presidia*, and *Renewing America's Food Traditions (RAFT) Alliance* programs through the development of resource materials, production of regional meetings, and coordination and communication of field activities.

Responsibilities include, but are not limited to:

- Provide administrative and coordination support and resources to *Ark of Taste* and *Presidia* project leaders and participants. Tasks include organizing monthly conference calls with the Ark-Presidia Committee, taking meeting minutes, overseeing the development of the *Ark of Taste* online database and related educational materials, and organizing annual Committee meetings.
- Provide administrative and coordination support to the *RAFT Alliance*. Tasks include organizing monthly conference calls with RAFT partners, taking meeting minutes and following up with partners on RAFT-related deliverables.
- Implement SFUSA's RAFT-related deliverables, including regional workshops, American Traditions picnics, and related resource materials.
- Share information and resource materials with the general public, chapter leaders, and Slow Food members wanting to learn about and get involved in SFUSA's biodiversity programs.
- Work with Communications staff to secure regular, robust biodiversity program coverage in SFUSA publications, including the *Food Chain* and the *Snail*.
- Communicate regularly with staff, interns, volunteers, committees and external partners to ensure effective coordination and communication of biodiversity program projects.

- Supervise interns and actively contribute to departmental and staff meetings.
- Manage complete program files, including updated calendar of events.

Required Skills/Experience

- Minimum of 2-3 years experience coordinating public and/or collaborative programs, preferably with intercultural content, participants, and/or audiences
- Expertise (academic and/or applied) in sustainable agriculture, conservation, or related field
- Refined verbal and writing skills
- Ability to prioritize and juggle multiple assignments
- Comfortable developing strong working relationships with a variety of different people remotely, many of whom are volunteers, over email and phone
- Excellent administrative, financial and organizational skills
- Excellent computer skills, including Word, Excel and PowerPoint
- Commitment to Slow Food mission
- Mature, collaborative work style
- Capacity for taking initiative and taking on new challenges
- B.A. or B.S. in relevant discipline
- Fluency in English

This position may require occasional weekend and overnight travel, as well as attendance and/or participation in weekend and evening programs. Compensatory time follows guidelines listed in the SFUSA Employee Handbook.

Salary: \$40,000 - \$44,000 commensurate with qualifications.

This position is grant funded. 2009 funding has not yet been confirmed.

Benefits: This position is "Exempt Full Time" and is eligible for all the benefits described in the SFUSA Employee handbook including medical & dental, TransitChecks, vacation and sick leave.

Applications due: no later than September 15, 2008

Start Date: October 1, 2008

How to Apply:

Please email a cover letter, resume and writing sample to:

Jennifer Trotter, Director of Programs

Subject: Biodiversity Program Coordinator position

Email: jobs@slowfoodusa.org

No phone calls, thank you.

Slow Food USA is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.