



TITLE: Program Associate, Food Systems Leadership

ABOUT THE ORGANIZATION: The Wallace Center's mission is to bring together diverse people and ideas to co-create solutions that build healthy farms, equitable economies, and resilient food systems. The Wallace Center is a unit within Winrock International, an international nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources.

CATEGORY: Full-time, Exempt

GROUP: Domestic

UNIT: The Wallace Center

REPORTS TO: Project Manager, Food Systems Leadership

START DATE: January 17, 2022

LOCATION: Remote, anywhere in continental US. Winrock International has physical offices in Arlington, Virginia and Little Rock, Arkansas, but the entire Wallace Center team works remotely.

SALARY/BENEFITS: Starting salary range is \$52,000 - \$58,000 and will be commensurate with experience and physical location. Excellent benefits offered (<https://www.winrock.org/join-us/careers/winrock-international-benefits/>).

APPLICATIONS: Interested applicants should submit a cover letter, resume, and a writing sample to WallaceCareers@winrock.org

Due to the volume of applications anticipated, we will not consider incomplete applications. This position will remain open until filled and applications will be considered on a rolling basis. Candidates who meet most, but not all, qualifications and experience outlined below are invited and encouraged to apply.

The Wallace Center is actively building strategies for centering racial and economic equity in our work and we are seeking candidates eager to forward that mission. The Center is committed to building a diverse staff and strongly encourages applications from Black, Indigenous, and other candidates of color. International sponsorship is not available.

BACKGROUND: The Wallace Center brings together diverse people and ideas to co-create solutions that build healthy farms, equitable economies, and resilient food systems. We cultivate relationships of trust and solidarity among food systems leaders – at the local, regional, and national level – and provide



platforms for sharing knowledge and skill, building collective power, and acting collaboratively to transform the food system. Through our programs and leadership, we seek to affect systems change to bring benefits to the environment, to communities, and to the farmers and food businesses that are the building blocks of a healthy and equitable food system.

We are [committed to centering anti-racism, racial equity, and inclusion](#) in our programs, operations, and culture. Our work is guided by our [2021-2023 Strategic Plan](#), and we strive to embody the following values in all we do:

- Systems-based and intersectional approaches
- Practitioner knowledge and leadership
- Anti-racism, equity, and multi-culturalism
- Ecological resiliency and regeneration
- Economic justice and fair markets
- Local and regional solutions and self-determination
- Human-centered and joyful organizational culture

The Wallace Center coordinates the [Food Systems Leadership Network](#) (FSLN), a national peer learning community that connects current and emerging leaders, strengthens individual and collective leadership capacity, and fosters collaboration across communities to accelerate the realization of a just, equitable, and sustainable food system that generates good food, health, and opportunity for all. We envision the FSLN growing into a radically diverse and inclusive member-driven collaborative network, where members are informing, shaping, and leading the network's actions and collaborating with each other to co-create a future where all communities are nourished and sustained through good food.

The Wallace Center's five-person Food Systems Leadership (FSL) team serves as the backbone staff for the FSLN. Our work primarily focuses on creating learning and connection opportunities for food systems leaders working in non-profits and mission driven food businesses across the US. We do this through creating offerings like leadership retreats, webinar series, fellowship programs, and research and communications efforts. Much of this work is informed, shaped, and delivered in partnership with network members and allies in the broader movement.

DESCRIPTION: As part of the FSL team, the Program Associate will support the implementation and administration of the Food Systems Leadership Network and the projects and programs that serve it. The PA will join a passionate and highly collaborative team dedicated to the development of equitable and just food systems across the US. The Program Associate will provide general support for all programmatic activities alongside the full team, while focusing in on three areas of growth and opportunity in 2021 for the FSLN: organizing network members around influencing federal agency programs and policies (a.k.a *implementation advocacy*), capacity building for federal resource mobilization, and supporting a new project focused on strengthening 'farm to food assistance' value chains. This is an exciting opportunity for an early career



person interested in the intersection of policy, programs, and networks to kick start a career in equitable food systems.

Responsibilities will include:

- Assist with the development, implementation, and administration of new and active projects through the FSLN, particularly in the three growth areas mentioned above.
- Contribute to the planning and production of our bi-annual national gathering in June 2022 in Canby, Oregon.
- Work in partnership with the team and our partners to design and deliver meaningful and relevant network support services, which might include coordinating and facilitating calls and webinars and creating opportunities for member engagement.
- Provide administrative and logistics support to the Food Systems Leadership team, including scheduling meetings, taking minutes, and providing back-end webinar and Zoom call support
- Contribute to the management and maintenance of the Food Systems Leadership Network website, including adding content, maintaining resource libraries, providing support for onboarding of new users, and troubleshooting challenges.
- Provide outreach and communications support for the FSLN, including connecting with and recruiting new network members, supporting the monthly newsletter, writing blog posts, and liaising with partners to amplify others' work and create promotional pieces for the FSLN
- Assist with monitoring, learning, and evaluation activities, including data collection, entry, and management.
- Contribute to overall Wallace Center activities around operationalizing racial equity, implementing our strategic plan, maintaining a human centered organizational culture, and contributing to all-team meetings and events.
- Complete other duties as assigned.

QUALIFICATIONS: The ideal candidate will be a systems thinker, bring a growth mindset, and be deeply committed to advancing racial equity and justice through their work. They will be personable, adaptable, communicative, and highly collaborative. We're looking for someone who's skilled at multi-tasking on programmatic and administrative tasks, and can keep calm and a good sense of humor in a dynamic, emergent, and sometimes hectic environment. This position includes building and nurturing relationships with a wide range of people, including network members, partners, and funders in the food systems sector, so an ability to connect and relate with people from all kinds of backgrounds is a must. This position requires a lot of collaboration and teamwork, as well as the ability to work independently as part of a fully remote team. Some domestic travel will be



required. A demonstrated interest in U.S. food systems and racial equity is essential for success.

The Wallace Center is actively building strategies for centering racial and economic equity in our work and we are seeking candidates eager to forward that mission. The Center is committed to building a diverse staff and strongly encourages applications from Black, Indigenous, and other candidates of color.

EDUCATION / EXPERIENCE: This is an entry-level position with a lot of room for on-job training and professional development. Candidates who meet most qualifications and experience but not all are still invited and encouraged to apply.

The ideal candidate will have at least two years of relevant work experience **OR** a BS/BA in agriculture, food systems, environmental or public policy, public health, rural development

AND at least one year of demonstrated professional, work, volunteer or lived experience directly in one or more of the following areas:

- **Food Systems Development:** Experience working for a community-based food systems organization or mission-driven food business, government entity, or academic institution focused on building local and equitable food systems.
- **Community Organizing:** Experience working and building power with community members, mobilizing volunteers, and advancing campaigns and initiatives for social, environmental, political, and/or economic justice. Involvement in mutual aid efforts a plus.
- **Administration:** Experience working for a non-profit organization or similar for-profit entity, including familiarity with managing basic organizational activities, internal relationships, and administrative responsibilities.
- **Policy:** Engagement in local, state, and federal policy advocacy.
- **Communications:** Experience generating, disseminating and managing high quality written content and editing for online and traditional media.
- **Research and Evaluation:** Demonstrated ability to aggregate research and/or data to support unique research or evaluation on a topic or event.
- **External Relationship Management:** Experience positively communicating and working with diverse stakeholders.

SKILLS:

- Strong time management and organizational abilities for completing detailed administrative, communications, and other assigned tasks.

