JOB DESCRIPTION

Title: Community Liaison
Department: Healthy Families and Communities
Reports to: Healthy Hampshire Program Manager
FLSA Status: Non-exempt

Purpose:
The Community Liaison will link the Hampshire County Food Policy Council to the broader community by reaching out to community members to understand and incorporate their perspectives and/or invite them to join the Food Policy Council (FPC). Because trust and shared experiences will be crucial to the success of this role, the Community Liaison should have lived experience of being marginalized by the conventional food system, and should also be in regular contact with other community members who have lived experience of marginalization by the conventional food system.

Essential Functions:
1. Develop and/or leverage relationships with community members and neighbors to encourage their participation in the FPC
2. Create opportunities for community input and feedback and serve as the voice of the community at-large on the FPC
3. Meet with each other and the Healthy Hampshire Program Manager to develop work plans and report on progress
4. Support community members with lived experience of food insecurity to tell their own stories
5. Communicate about crises that come up in the community related to food access and help to develop a strategic response
6. Train other Food Policy Council partners to take on this role

Required Qualifications*

*We invite and encourage candidates who do not meet the qualifications stated below to share with us, as part of the application process, how their background, experience and/or practice has prepared them for the responsibilities of this position.

- Lived experience of marginalization by the conventional food system (for example, periods of food insecurity, living in a low food access community, historical and multi-generational barriers to land access, etc.)
- Regularly in touch with communities that are food insecure or otherwise marginalized by the conventional food system
- Ability to read, write, and communicate verbally in English
- Enthusiasm for developing new relationships with neighbors and local community members
- Willingness to work in an English-Spanish bilingual environment in which translation and interpretation must be factored into the communications process

Preferred Qualifications
- Bilingual - English/Spanish preferred

Physical Demands:
- Must be able to enter, exit, and move through and between locations throughout the day.
- Position requires the ability to operate a computer keyboard and other office equipment.
- Some physical effort required for community outreach work. Occasionally may be required to move about the community for extended periods of time at events and/or community meetings.
- Able to lift, carry and move items weighing up to 20 lbs
- Must be able to communicate and converse effectively in real time with people from multiple backgrounds and cultures.
- Requires the ability to effectively handle job stress in the performance of duties.

Work Conditions:
- Ability to work with diverse personalities.
- Skilled in working both independently and collaboratively.
- Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.
- Requires frequent meetings and social interaction.
- Requires working a flexible schedule that may include occasional evenings and weekends.
- Ability to work at home and in the field.
- In-state travel may be required.

Terms of Employment:
- Part time, temporary, hourly position with the possibility of renewal pending additional grant funds. 2.5 - 10 hours/week, up to 250 hours for one year.

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse student population we serve.
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<td>September 22, 2020</td>
<td>C. Marquis</td>
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Revisions: