



**Policy Assistant
May 2019**

KC Healthy Kids is a private nonprofit organization reshaping our region for a brighter future. We partner with communities and organizations to advance policies and environmental changes that improve access to affordable, fresh food and safe places to walk and play. We also manage a number of initiatives including the Greater Kansas City Food Policy Coalition (the coalition). The coalition is committed to ensuring that there is a healthy, sustainable and accessible food system for Greater Kansas City. The coalition includes influencers from all sectors of our regional food system. Together we promote policies that improve the nutritional, economic, social and environmental health of Greater Kansas City and its residents.

KC Healthy Kids seeks an energetic and committed individual to provide administrative and programmatic support to the policy team. This staff person will assist in advancing policies that encourage healthy eating, active living and a robust regional food system. This person will work with staff members, consultants and collaborating organizations to formulate and implement policy strategies that increase healthy eating and active living throughout the region. The position will support coalitions composed of advocates and advocacy groups, governmental policymakers, organizational decision makers and other actors interested in achieving a healthy food system. This position requires a moderately high level of autonomy and initiative and the ability to work with a wide range of stakeholders. This is an entry level policy position, but project leadership opportunities will increase with time provided that the necessary skills and readiness are demonstrated.

Duties and Responsibilities:

- Assist lead policy staff with the advancement of advocacy agendas and initiatives of KC Healthy Kids and the Greater Kansas City Food Policy Coalition.
- Assist policy staff with communications efforts, including annual campaigns and events as well as managing certain online content, such as advocacy alerts, for policy efforts.
- Support policy team as they monitor and analyze policies affecting regional and statewide food systems, as well as healthy eating and active living.
- Assist with outreach and organizing efforts to expand and inform our network of activists.
- Strengthen and support campaigns and initiatives by providing research and information updates and establishing and managing databases.
- Provide logistical and operational support to the Greater Kansas City Food Policy Coalition and other collaborative policy efforts.
- Provide administrative support for meetings, including assisting in scheduling, preparing materials, coordinating advocacy with partner agencies, presenting updates and managing meeting minutes.
- Provide administrative support for grant-funded efforts, including event planning, funder communication, reporting, implementation and problem resolution.
- Help with intern recruitment and supervision as needed.

Qualifications:

- Bachelor's degree in business, urban planning and design, nutrition, public health, public policy, public administration or related field preferred.
- One to three years of experience in coalition organizing, legislative/administrative advocacy or other experiences related to policy decision-making preferred.
- Knowledge of healthy eating, food retail, food systems, and physical activity is desirable.
- Ability to grasp advocacy strategy and the political process.
- Strong organizational skills and high degree of attention to detail.

- Self starter with good judgement and time management skills.
- Good writing, public speaking and presentation skills.
- Must be proficient in use of a personal computer, including electronic scheduling and the following software programs: Microsoft Word, Excel and Powerpoint.
- Versatility and flexibility are necessary for supporting dynamic coalitions.
- Willingness to work demanding schedule, think and plan strategically and work well with diverse range of people.
- Availability for occasional meetings and events during evenings and weekends.
- Reliable transportation is necessary for attending meetings throughout the metro.

Job Relationships:

Relationship management is a key function of the position. The Policy Assistant will interact with diverse stakeholders, including statewide and regional elected and public officials, administrators, farmers, food industry professionals, planning professionals, school professionals and educators, transportation experts, philanthropy, faith-based organizations, health care personnel, social service professionals, academia, media and community residents.

Reports to:

Vice President of Policy

Salary and Benefits:

Competitive salary and benefits commensurate with experience.

To Apply:

Email cover letter, resume, salary history, and one page writing sample to recruitment@kchealthykids.org by Monday, June 3, 2019. Applications will continue to be accepted while the position remains unfilled.

** Please note: No phone calls please. Inquiries should be sent by email. Only those selected for an interview will be contacted.

KC Healthy Kids is committed to maintaining a diverse, multicultural working environment. We adhere to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability, or sexual orientation.