



## Local Food Policy Fellow - 2016-2017

### Position Information

#### Employer:

City of Minneapolis

#### Division:

N/A

#### Title:

Local Food Policy Fellow - 2016-2017

#### Description:

The Minneapolis Sustainability Office is responsible for tracking the City's progress on established sustainability metrics, advancing sustainability policy initiatives, pursuing and managing partnerships on environmental initiatives, and staffing the City's Community Environmental Advisory Commission, Homegrown Minneapolis Food Council, Clean Energy Partnership and Energy Vision Advisory Committee. Work is fast-paced and includes a variety of topics from across the spectrum of urban sustainability. Sustainability Office staff support the City's vision to become a more sustainable, equitable, and thriving community.

The Minneapolis Sustainability Office is seeking a part-time paid fellow (20-29 hours per week) to assist with local food policy and Homegrown Minneapolis efforts beginning in October of 2016. This position will support the work of the Homegrown Minneapolis/Local Food Policy Coordinator. This is a temporary position for one year. Standard office setting, with some outreach in community settings.

#### Job Duties:

- Prepare written and graphic materials for community and technical audiences.
- Conduct research and projects related to healthy food access, farmers markets, and urban agriculture system needs.
- Assist with meeting and event logistics.
- Maintain and upgrade the Homegrown Minneapolis website.
- Produce the monthly Homegrown Minneapolis Newsletter.
- Support the work of the Homegrown Minneapolis Food Council including monthly meetings, the Annual Open House, and outreach and recruitment.
- Other duties as assigned.

#### Selection Process:

The selection process will consist of one or more of the following steps: a rating of relevant education and experience, an interview, and/or a writing exercise. It is important that your application show all the relevant education and experience you possess. This information will be used to determine which candidates will proceed in the selection process. A submitted application is also used to verify the answers to any supplemental questions. The City of Minneapolis Human Resources Department reserves the right to limit the number in any phase of the selection process.

#### Anticipated starting salary range:

\$11.00-\$14.00 (undergraduate), depending on qualifications.  
\$12.25-\$16.75 (graduate), depending on qualifications.

### How To Apply

Application Process: ALL applicants MUST submit a completed:  
City of Minneapolis application (in TeamMinneapolis)  
Cover letter (submit via TeamMinneapolis)  
Resume (submit via TeamMinneapolis)  
Response to screening questions (in TeamMinneapolis)  
Resumes are not being accepted in place of an official City of Minneapolis application.

Applications accepted via:

- Other

### Important Dates

#### Posted On:

Sep 22, 2016

#### Applications Accepted Until:

Sep 26, 2016

### Contact Information

**Employer:** City of Minneapolis

**Name:** Human Resources

**E-mail:** human.resources@minneapolismn.gov

**Address:** 350 S 5th St, Minneapolis  
Minneapolis, MN  
55415 United States


**Location:****Location #1**

Nationwide  
no  
City  
Minneapolis  
State/Province  
Minnesota  
Country  
United States

**Position Type:**

Paid, Internship, Fellowship

**Salary Level:**

\$11.00-\$14.00 (undergraduate), depending on qualifications. 

**Job Function:**

Environmental, Sustainability, Earth Science, Public Policy,  
Government, Law

**Qualifications:****Minimum:**

- Current enrollment in an accredited 2- or 4-year college, university, graduate program, or law school.
- Some work, volunteer, or academic experience to give familiarity with local food systems, urban sustainability, and/or environmental justice issues.
- The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.
- Familiarity with local food systems, urban sustainability, and/or environmental justice issues.
- Strong writing, research, and analytic skills.
- Proficiency with Microsoft Word, Excel, and PowerPoint.

**Desirable:**

- Experience with web content management systems, survey, event registration, and newsletter software tools and platforms.
- Experience with ArcGIS or Tableau.
- Experience with community engagement and outreach.
- Bachelor's degree in public policy, public health, urban planning, or related field.
- A student seeking a master's degree in public policy, public health, urban planning, or related field is preferred.