

Position: Public Policy Coordinator
Reports to: Chief Policy Officer
Position Status: Full Time, 40 hours per week, Non-Exempt



GENERAL DESCRIPTION:

To assist the Policy Department in increasing access to public nutrition programs, as well as in providing statewide education and outreach on issues related to hunger in Montana.

SKILLS AND QUALIFICATIONS:

- Commitment to the alleviation of hunger in Montana
- Comfortable with people from diverse ethnic and economic backgrounds
- Able to prioritize work and meet deadlines
- Expresses self clearly with all types of individuals and audiences
- Exercises superior oral and written communication skills
- Ability to develop and publish education and outreach materials
- Ability to correctly analyze and utilize data from a variety of sources
- Strong organizational skills and attention to detail
- Ability to work independently and as part of a team
- Skill and comfort speaking in public, facilitating meetings
- Willing to travel, typically in state with some out of state
- Ability to take initiative, think quickly, and solve problems independently
- Proficient in Microsoft Office Suite
- Valid driver's license

DUTIES AND RESPONSIBILITIES:

Ongoing Policy Department Efforts:

- Assist Chief Policy Officer with general Policy Department activities in order to further progress in meeting goals and following mission.
- Assist with biennial Client Hunger Survey by conducting surveys, entering data, analyzing qualitative data.
- Assist with the planning and facilitation of biennial Community Engagement meetings to improve understanding of issue of hunger in Montana.
- Assist with client story collection efforts for compilation of biennial *Montana Voices* story report.
- Monitor research regarding access barriers, best practices, and participation trends of public food programs at both the state and national level.
- Provide education on the status of hunger, and increase awareness of hunger issues.

Child Nutrition Program Expansion:

- Compile and analyze program participation data to identify high-need gap areas for public food programs including but not limited to Summer Food, SNAP, and School Breakfast.
- Utilize program data to develop materials and reports to educate the public, policy makers, and community leaders about poverty, hunger, and program participation.
- Provide direct assistance to communities interested in starting or expanding a Summer Food or School Breakfast; develop resources such as best practice guides to support program expansion.
- Create, update, and distribute outreach materials throughout the state.

Advocacy:

- Assist the Chief Policy Officer prior to and during State Legislative sessions by engaging PAs, organizing sign-on letters, developing sample materials, and implementing other advocacy strategies.
- Assist the Chief Policy Officer in federal advocacy efforts by participating in Congressional meetings and communication, maintaining an understanding of relevant federal legislation, and supporting identified advocacy strategies.

Other duties as needed that support the mission of the Policy Department and MFBN.

EDUCATION:

Must have BA/BS; Master's degree and/or experience in similar work preferred.