

**Position:** Policy Advisor, Food Policy  
**Location:** New York, New York

**Organizational Profile:**

The Office of the Director of Food Policy works to advance the City's efforts to increase food security, promote access to and awareness of healthy food, and support economic opportunity and environmental sustainability in the food system. To do this, the office coordinates multiple City agencies and offices that work on food programs and policies, as well as partners with the many advocates and nonprofit organizations working in food.

The Office of the Food Policy director is seeking a Policy Advisor to support the Office in all efforts to implement the administration's food policy agenda and to accomplish the food policy goals laid out in OneNYC, The Plan for a Strong and Just City. The Policy advisor will provide analytical and research support to the Food Policy Director and Senior Advisor for Food Policy, while assisting in the development of policy and projects. The ideal candidate should have an understanding of and interest in food policy in New York City, including food access, food insecurity, health and nutrition, and environmental sustainability.

**Responsibilities may include:**

- Researching policy and program best practices in food policy, including healthy food and nutrition access and awareness, food procurement and food service in City and nonprofit agencies, and regional food infrastructure and promotion.
- Managing relationships with City agencies and coordinating interagency efforts and programs; ensuring a consistent public message; overseeing project execution; and ensuring the execution of key milestones and initiatives that further food policy goals;
- Assisting with the efforts of the office to secure sources of funding for food policy initiatives and agency programs;
- Assisting in stakeholder outreach, special projects and events;
- Other duties, as assigned

**Qualifications:**

1. A Baccalaureate degree from an accredited college, plus three (3) years of full-time relevant professional experience in a field related to this position; or
2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in policy, planning, nutrition, public health, or business may be substituted for up to one year of required experience.

**Preferred Skills:**

- A background in policy, planning, nutrition, public health, or business is essential, in addition to at least one of the following: an understanding of issues relating to food policy in an urban setting; knowledge of New York City's governmental structure and policy context; knowledge of public and private funding mechanisms for food policy programs;
- Attention to detail and excellent organization skills, which include and are not limited to the ability to manage complex projects; coordinate interagency programs; maintain control of analytical details while balancing large-scale political and program objectives;

- Willingness to work as part of a team environment, and adapts well to change;
- Excellent communication and interpersonal skills,
- New York City government work experience; or relevant research or technical background, a plus.

**SALARY**: Commensurate With Experience

**New York City Residency Is Required Within 90 Days of Appointment**

**The Office of the Mayor and the City of New York are equal employment opportunity employers.**

Women, people of color, LGBT individuals, veterans, and people with disabilities are strongly encouraged to apply. Opportunities for advancement exist, and the Office of the Mayor is committed to helping staff develop and grow.