



## Bayview Hunters Point Foundation for Community Improvement, Inc.

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### SEFA: Southeast Food Access Working Group SEFA Food Guardian Project Coordinator

# Position Announcement

1971-2008

Celebrating 37 Years  
Of Community Service

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An Equal Opportunity Employer

Open until filled.

**Job Description:** Part Time (about 15 hrs per week) SEFA Food Guardian Project Coordinator

**Compensation:** Hourly \$25.00 - \$30.00 per hour/ DOE

Job Length: One year: July 1, 2009 to June 30, 2010

Reports to: Executive Director, Bayview Hunters Point Foundation for Community Improvement

**Project Overview:**

The Southeast Food Access (SEFA) Working Group was originally convened in April 2006 at the Mayor's Challenge: Shape Up San Francisco Summit. At that time, the group identified a few key issues that needed to be addressed, key among them regular communication among community based organizations and city agencies as it relates to food access in the BVHP. The goal of SEFA is to work collaboratively across city and community agencies to ensure that healthy, fresh, sustainable, and affordable produce is accessible to all residents of the BVHP, utilizing existing venues and supporting transformation and/or creation of new ones. The three pillars that encapsulates SEFA's work are: Nutrition Education and Awareness, Urban Agriculture, and Food Access. SEFA is a project of the Shape Up SF Coalition.

**Overview:**

The literature shows that the community health worker model (*aka promotores, lay health workers*) is a successful strategy with which to create community change. Community health workers are trained to educate, raise awareness, advocate, mobilize and represent their community on a variety of health issues. SEFA Food Guardians (FG's) would work in such a manner to help create a robust, healthy and sustainable food system by addressing SEFA's three pillars: nutrition awareness and education, urban agriculture and food access.

The Food Guardian Project Coordinator (FGPC) is responsible for working closely with six to ten Food Guardians representing the diversity of BVHP over the course of a year. The FGPC will coordinate closely with SEFA members, staff and cochairs to:

- research and collect appropriate food system materials/ standards and work with SEFA FG committee to align with SEFA pillars, activities and goals.
- develop FG job announcement and outreach plan and implement to recruit 6-10 FGs

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**"To build an empowered, clean, safe and healthy community."**

- attend all SEFA meetings, TA/Training meetings, as well as committee meetings as appropriate
- develops systems for FG skill development including: a training plan, attendance and monitoring records, duties, obligations, responsibilities documents, and skill assessment plan and evaluation systems
- attend to administrative duties including: budgeting, sending out meeting notices, taking and distributing meetings notes, develop and submit quarterly report to the funder
- communicate on a regular basis with FGs and schedule, plan and coordinate planning meetings/trainings every two weeks for FGs in: public health and nutrition issues such as chronic disease etc; local and global food systems; food history and cultural specificity, impact of agribusiness/industrialized food production practices; models for local food sourcing and access; food justice and food security; impact on farmers/farmworkers; sustainability of local food systems; and other related topics such as promising practices to reduce the impact of agribusiness.
- conduct evaluation with FGs to assess skill development, satisfaction with program, plan future activities.
- implement celebration to thank FGs for commitment to robust food system in BVHP.
- perform other duties as assigned

The FGPC is also responsible for oversight of and facilitation of the process whereby the FGs work with SEFA membership to:

- assemble a “FG community awareness kit” composed of educational materials, banners, posters, incentives, games, activities, and promotional items to be used by FG’s at all health fairs, community events, at pantries and celebrations in BVHP.
- develop and implement 1 activity each from the Urban Agriculture Pillar and the Awareness and Education Pillar
- develop SEFA standards for healthy, fresh and sustainable foods in the retail environment by researching existing models, standards and criteria from GN, LA Community Councils, RWJ/F&E tools and other research.
- conduct pre and post store assessments at 6 stores, conduct survey of 300 parents/guardians (pending additional grant timeline).

**Required skills:**

- o Excellent organizational skills, and communication skills, written and oral.
- o Strong computer skills, with proficiency in Microsoft office.
- o Ability to work with community residents, city officials and community based organization staff.
- o Ability to work with diverse communities in BVHP (have roots within the community and reflect the community diversity and language needs)
- o Familiarity with food systems, public health, popular education and community health worker/promoter programs.
- o Experience with evaluation and assessment of community programs.
- o Experience leading groups, developing and conducting trainings, and facilitating meetings.
- o 1 year of grassroots organizing or community development experience.

- o Must possess proven or demonstrated community knowledge and cultural competency with regard to the local community.
- o Demonstrated leadership skills.
- o Must possess a proven or demonstrated interest in issues related to healthy eating and active living.
- o Must possess a proven or demonstrated interest in developing community leadership, skill development of lay health workers and experience in community-organizing.
- o Must have a proven or demonstrated existing network with community members in the surrounding community.
- o High School diploma or GED.

**Preferred**

- o Associates or Bachelor's Degree in either a health or community development/organizing
- o Valid California Drivers License

Please submit resume and cover letter as soon as possible to:

**Christina Goette and Susana Hennessey Lavery**  
**Department of Public Health**  
**30 Van Ness, Suite 2300**  
**San Francisco CA 94102**

**Please no phone calls.**