



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Food Policy Council Coordinator

Salary: \$20.00/hr – This is a durational/grant funded position with no union affiliation.

To Apply: Please mail, deliver or email the supplied application, resume and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission Office/Human Resources Office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Submissions must be submitted or postmarked no later than Friday, May 11, 2018.

Program Overview:

The Bridgeport Food Policy Council (FPC) was created to increase the availability of safe and nutritious food for Bridgeport residents, and to advise relevant City agencies. The FPC brings together governmental, nonprofit, educational, community and other stakeholders to craft and enact a shared vision for Bridgeport's food system.

General Statement of Duties:

The Food Policy Council Coordinator will provide staff support to the group. By taking minutes, handling administrative necessities, and conducting research. The coordinator will also provide support to the Bridgeport Health Department's food access programs: its farmers markets and Healthy Corner Store Initiative. The coordinator, in their capacity as the Health Department's representative on the FPC, will also provide progress updates on these programs to the group.

Typical tasks, assignments, responsibilities:

1. Staff the Food Policy Council (FPC)

- a) Attend monthly FPC meetings; take meeting minutes, prepare meeting agendas and notices, and ensure that all are entered both online and with City Clerk.
- b) Maintain FPC listserv.
- c) Ensure room is reserved for monthly meetings, and keep FPC members apprised of changes to meeting time/location.
- d) Provide other staff support as necessary, including facilitating FPC appointment process.
- e) Serve as liaison to City Departments.
- f) Conduct research as requested on FPC priorities.
- g) Serve as Health Department representative on the FPC.

2. Support city of Bridgeport Farmers Market

- a) Seek out new farmer market vendors and maintain current relationship with existing vendors.
- b) Ensure farmers markets operate smoothly in-season
- c) Attend monthly Bridgeport Farmers Market collaborative meetings as Health Department Representative.

d) Supervise interns who will assist with these responsibilities.

3. Support Healthy Corner Store Initiative

- a) Maintain relationships with Healthy Corner Store Owners and stakeholders.
- b) Help store owners with issues as they arise.
- c) Coordinate with State partners as they provide technical assistance to stores.

4. Manage grant reporting and deliverables

- a) Work closely with Health Department staff to prepare reports for and communicate with State funders.
- b) Keep appropriate records for all grant-funded activities.
- c) Ensure requirements for grant deliverables are understood and presented to funders on schedule.

Minimum qualification and skill requirements:

Bachelor's degree in a social science related field and/or relevant working experience of four years managing or coordinating a community based coalition with diverse groups of people in an urban setting.

- Two- three years of community engagement activities strongly preferred.
- Ability to work independently.
- Excellent organizational skills.
- Excellent interpersonal and communication skills.
- Knowledge of the research process.
- Highly proficient with Microsoft Office and general computer skill.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION/HUMAN RESOURCES OFFICE
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

This is the application for the Food Policy Coordinator position only.

Do not use this application to apply for any other positions/examinations

To apply for this position, you must submit:

1. An application, found on the following pages of this document

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission
City Hall, Room 106
45 Lyon Terrace
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:
cob.jobs@bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully.

Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.
An Equal Opportunity Employer MF/AA/DIS

CITY OF BRIDGEPORT, CONNECTICUT

CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive/Seasonal Employment Application

Position Applied for	Food Policy Coordinator	Date	
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APPLICANT INFORMATION									
Last Name					First Name			M.I.	
Mailing Address						Apartment/Unit #			
City				State			ZIP		
Phone				E-mail Address					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						

EDUCATION								
High School				Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT						
Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE				
Signature			Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.

GENDER: Male Female

ETHNICITY: Asian Black (Non-Hispanic) Hispanic White Other: _____