

**Job Description**  
**ASSOCIATE IN RESEARCH (DUKE TITLE)**  
**Food Policy Project Administrator (Sanford Title)**  
*(Job code 1420, Level 00)*  
**World Food Policy Center**  
**Sanford School of Public Policy**  
**Duke University**

This is a full-time, one year contract, renewable annually thereafter contingent on Center funding.

**Occupational Summary**

Serves as an important member of the World Food Policy Center (WFPC) planning effort, reporting to the Associate Director, and providing research, grant writing, communications and technical tool development, and outreach support for the proposed center.

The WFPC is a proposed center housed at the Sanford School of Public Policy at Duke University, currently undertaking a strategic planning phase that is building toward a full launch sometime in 2017. The vision for the center is to bridge research and policy practitioner worlds by coordinating work across disconnected food policy communities (1) obesity, overnutrition, non-communicable diseases; 2) hunger & food insecurity; 3) the reciprocal relationship of agriculture and the environment; and 4) food safety and defense. The center will engage in work from the most global at the multi-state or state level outside the US, at the US national level, and also at a very local level, investing time and resources into projects in Durham, NC and in the Carolinas.

**Work Performed**

**A detailed description of functional areas and tasks follows:**

**Research (50%)**

Work under the supervision of the Associate Director to perform research for multiple projects associated with both planning and launch phases of the WFPC. Primary focus will be on the following projects:

1. Establishing Durham, NC as a model food systems community - Duke will explore, in partnership with community organizations, local government, and other leading schools, how to make our food system a model for other cities. We will conduct a needs assessment; perform benchmarking of other municipalities; compile a list of model food policies and their characteristics; identify the right partners and convene relevant groups; and engage in pilot projects to test policy solutions. Great emphasis will be placed on interaction with community organizations and institutions already actively engaged in food systems work locally, a participatory research approach, human-centered design, and listening to community needs.
2. Building an international consortium of food policy groups - this will allow for improved information and resource sharing. We will complete a comprehensive map of who is doing what and devise strategies for rapid communications and information sharing, including website development, video production, visualization tools, and seek a partner such as LinkedIn or SAS

for IT expertise. We will conduct stakeholder interviews to ensure that we engage in activities providing the most value to groups we serve.

Lend time to additional programmatic research efforts of the burgeoning center, including:

1. Identifying regional, national, and global food teaching, research, and policy priorities;
2. Identifying key leaders at regional, national, and global levels;
3. Convening faculty, regional organizations, and national experts to build partnerships and seek input on gaps the Center could address;
4. Developing and implementing a robust communications plan for the center, including developing the center's website and social media activities.

Work with the Associate Director to develop a robust research methodology for approaching the project on Durham as a model food systems community. This will require Duke-wide outreach to identify additional research partners, vet methods, and identify appropriate metrics and evaluation approaches (with a population health focus). Programmatic research and initial pilot projects of the Center will require conducting primary and secondary research, including both quantitative and qualitative analyses.

Supervise undergraduate and graduate student research assistants.

Assist center leadership with investigating publication options for research linked to the above programmatic planning and research projects and disseminating findings to center constituents and the general public.

Conduct research associated with meeting design for planning meetings, including working groups.

Assist the Associate Director with updates to the shared project management system.

Other research and programmatic projects will be added as the center advances in its planning efforts, and the list above will be revisited and revised by the Principal Investigator (PI) on the planning grants, Associate Director, faculty investigators, and steering committee as needed.

### **Communications Technical Development, Coalition Building & Outreach (30%)**

Consult with Sanford's Assistant Dean for Communications and WFPC leadership to develop and implement a robust communications plan for the center, including developing and maintaining the center's website and social media activities. Work with the Associate Director to develop improved marketing materials describing the center's activities for different stakeholder groups.

Conduct outreach and solicit consultation meetings with tech, web development, design, and food policy experts to build a plan for the food policy consortium's virtual social network and online platform. Identify key partnerships to make the platform successful and conduct interviews with key stakeholders for additional value propositions to members of the food policy consortium in consultation with WFPC PI and Associate Director. Investigate best practices from other virtual networks. Create mock-ups for the virtual platform, establish a timeline for development, and estimate additional budgetary and/or staff requirements. Guide the development process for the platform from inception through testing and launch. Work to optimize the online platform via social networking features, creation of special forums and online initiatives, and the design of web graphics as needed. Serve as the primary network weaver, working to connect virtual members with each other and to transformative work in the field, amplifying network news to the memberships in innovative and community-building ways. Plan, coordinate and oversee all programming designed to virtually connect members and increase membership.

Assume a key role in outreach to Durham, North Carolina key stakeholders for exploration of the viability of making Durham a model food systems community. This will include individual meetings and interviews with community leaders, planning and helping to run planning meetings, and fielding inquiries. Work closely with WFPC leadership to develop and implement a stakeholder engagement plan and explore options for participatory-based research approaches and human-centered design for pilot projects.

Field general inquiries about the center and its activities and maintain and execute improvements on a contact database system.

Coordinate meeting logistics for the center's steering committee, consultations and working groups (may include students, in addition to Duke staff and faculty, and expert practitioners) to inform the center's planning phase and initial pilot projects. Draft preparatory materials.

Manage speaker onboarding and meeting logistics for the planning and execution of the Food Working Group Speaker Series, a monthly speaker series during the academic year that features the food-related research or work of a faculty, research professional, or innovative community organization from the Triangle area and facilitates networking and new collaborations.

Serve as listserv administrator for the Food Working Group listserv and respond to member requests.

#### **Grant writing & development (10%)**

Participate in grant writing and fundraising efforts on behalf of WFPC, identifying and researching potential grant opportunities and authoring appropriate proposals with input from team members.

Perform other related duties incidental to the work described herein, including some administrative tasks. The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

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#### **EDUCATION/TRAINING:**

Master's degree or other advanced degree preferred.

#### **EXPERIENCE:**

A minimum of three years' research, community engagement, and/or coalition building experience is highly preferred. Experience with policy analysis, food policy, population health studies, or related issues is desired. Experience working with public agencies, state/local governments in North Carolina is a plus. A master's degree in a related field may be substituted for one year of experience.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

**In addition the successful candidate will possess the following qualities/attributes:**

- Preference for knowledge of food policy topics (obesity, overnutrition, hunger, food insecurity, the reciprocal relationship of agriculture and the environment, food safety, food defense, and food equity);
- Robust research skills, including a variety of quantitative and qualitative methods;
- Policy analysis expertise and knowledge of the policy-making process;
- Outstanding organizational, writing, and analytical skills, including attention to detail and follow-through;
- Development or grant-writing experience;
- Proven ability to conduct professional and meaningful community outreach. Experience working with stakeholders in Durham, NC a plus;
- Exceptional interpersonal skills and a friendly, professional demeanor;
- Eager to take initiative and improve processes and systems currently in place, or develop new efficiencies. Anticipates potential problems;
- Enthusiasm and flexibility for working in a fast-paced, start-up environment;
- Team player;
- Proven ability to multi-task; can work independently when needed;
- Proficiency with Microsoft Office, skilled at creating attractive and compelling PowerPoint presentations, proficiency with Excel;
- Web design or data visualization experience a plus.

*Created, August 2016*

Please email [heather.griswold@duke.edu](mailto:heather.griswold@duke.edu) with your CV and cover letter to apply for this position. Application deadline is end of day September 6, 2016.