

COMMUNITY FOUNDATION OF GREATER FLINT

FFAR Project Assistant

Position Description

Job Title: Project Assistant

Classification: Independent Contractor

Length of Contract/Compensation: \$3,000/month; based on invoicing; not to exceed \$36,000.00 per year; renewable annually

Reports to: Food System Navigator (FSN)/FFAR Project Administrator

Project Summary

The overall goal of this **four-year** community-engaged research project is to restructure the food system in the Flint metro area to reduce inefficiencies and support collective action that results in healthy and affordable food access for all and positive economic and social benefits for the community at large. Making changes in the system to 'tip' it into a more desirable state.

We will engage community in a series of interviews, secondary data analyses, and workshops to better understand how the Flint food system currently functions, major barriers for change, and how it can be improved for the future.

Position Summary:

Under the direction of the RFSN, the FFAR Project Assistant provides operational and administrative assistance to the Project Administrator, multiple Project Teams, University Partners and Community Consultative Panel; performs a variety of administrative, coordination and logistical services in support of the FFAR Project, and assists with information management for the overall project.

Qualifications:

- Bachelor's degree or equivalent experience
- Strong writing skills
- Attention to detail
- Critical thinking
- Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook etc.
- Problem solving
- Administration
- Ability to manage time effectively
- Data Collection
- Strong interpersonal skills particularly with diverse community members and University partners
- Ability to work collaboratively on a team

Responsibilities:

- Provide administrative support to the project team (local and MSU)
- Recruit and/or interview residents
- Maintain accurate records of interviews, safeguarding the confidentiality of residents as necessary
- Request or acquire and maintain equipment or supplies necessary for the project
- Manage and respond to project related email
- Coordinate project and team meetings
- Interface regularly with MSU-based research team
- Attend project meetings
- Attend other meetings as necessary
- Take meeting minutes and general session notes
- Summarize project results
- Prepare progress reports and help keep the project team on task
- Accompany team members to sites to collect and/or record data as needed
- Develop or assist in the development of interview schedules; contact potential subjects to introduce and explain purpose of interview; schedule the interview either in person or by phone
- Assist in the develop of list of potential interviewees, in accordance with predetermined interview protocol, data collection procedures and documentation standards
- Review and edit data to ensure completeness and accuracy of information; follow up with residents to resolve problems and clarify data collected
- Track progress over time
- Perform miscellaneous job-related duties as assigned

Please submit your cover letter and resume by **June 30, 2018** to Artina Sadler, Food System Navigator/Program Manager at asadler@cfqf.org or mail to: Community Foundation of Greater Flint, ATTN: Artina Sadler, 500 Saginaw St., Ste. 200, Flint MI 48502