

Job Title	Deputy Director
PVN ID	HC-2111-004408
Category	Research
Location	HUNTER COLLEGE
Department	School of Urban Public Health
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 17, 2025 (Or Until Filled)

General Description

The Hunter College New York City Food Policy Center was created in 2012 to develop intersectoral, innovative, and evidence-based solutions to preventing diet-related diseases, to increase awareness of food system issues, and to promote food security in New York and other cities.

Located in East Harlem, a community suffering disproportionately from diet-related disease and food insecurity, but with a wealth of individuals and organizations dedicated to improving the community, the Center brings together people and projects to address key food policy issues. It seeks to leverage the strengths and interdisciplinary aspects of food and nutrition—bringing together all of Hunter College including Social Work, Education, Psychology, Nursing, Nutrition, Anthropology, Physical Therapy, Audiology, and Biology to formulate nutrition and food policy initiatives, research, awareness-building, and education

The Center works with policymakers, community organizations, advocates, and the public to create healthier, more sustainable food environments, and to use food as a way to promote community and economic development. Through interdisciplinary research, policy analysis, evaluation, and education, the Center leverages the expertise and passion of the students, faculty, and staff of Hunter College. The Center aims to inspire, motivate, stimulate, and, ultimately, to make New York City a model for smart, fair food policy.

With this goal in mind, the Center is looking for a Deputy Director to advance its mission to reduce food insecurity and diet-related diseases in New York City and beyond.

Other Duties

Responsibilities and Skills include:

- Write grant proposals, conduct research, write research and policy briefs, reports and journal articles, present at conferences, and write policy papers.
- Planning, implementing, and arranging panelists for monthly food policy and educational events. Must have experience with Zoom and other web meeting platforms.
- Research and writing pertaining to reports, newsletter and web content, briefs.
- Developing and editing editorial content for the Center's highly trafficked website
- Social media activities: developing and maintaining presence on Twitter, Facebook, Instagram, LinkedIn, etc.
- Directs and coordinates the Center's administrative and research support staff regarding facilities, equipment usage, work assignments, IT priorities, and more.
- Create the Center's weekly newsletter and other electronic communications: policy briefs, internal communications, event invitations, meeting follow-up
- Receiving and managing queries from students, collaborators and community partners
- Representing the Center at meetings, events, conferences
- Drafting press / media releases

Qualifications

The ideal candidate for this role will have an extensive knowledge and passion for food policy. The ideal candidate will be a proven leader with a deep understanding of local and national food policy. The candidate should be detail oriented, a strong public speaker, an exceptional writer, and have ample academic research experience. The Deputy Director will work closely to support the Executive Director and the Center's initiatives and research. The Deputy Director will also be responsible for managing a team of 5-10 individuals and should have previous managerial experience.

A Master's Degree in an appropriate field of study, or specialty, from an accredited institution.

The salary range for this position is \$70k-\$85k with benefits.

This position is grant funded until 6/30/22 with the possibility of extended funding.

At this time the position is remote but may require travel throughout New York City for meetings, events as they arise.

The Research Foundation of CUNY requires all employees to provide proof of vaccination or a medical/religious exemption.

