



Healthy Comprehensive Plan Coordinator – Contract Position

Background

All counties and municipalities in the Twin Cities seven-county metropolitan area are required to develop local comprehensive plans at least once every ten years. We are currently entering a new round of comprehensive planning with new plans being required by December 31, 2018. Metro area communities are beginning the review process, including the identification of key amendments and possible areas of focus.

Local community planning is increasingly being recognized as tool to strategically identify and implement initiatives to increase access to healthy food and physical activity and to promote health equity. The Minnesota Food Charter and other state and local initiatives have identified opportunities to work with local planning efforts to increase access to healthy food and physical activity.

This position will work to serve as a liaison between elected/appointed officials and health advocates and a point of resource and guidance in including health and equity language in local plans and planning processes.

Duties and Responsibilities:

- Coordinate Metro Food Access Network (MFAN) local planning action group meetings, work plan, and outreach.
- Coordinate Metro Healthy Comp Plan Alliance meetings
- Identify opportunities for public participation in local planning initiatives to integrate health, healthy eating, physical activity, and equity in planning documents and processes.
- Engage with key stakeholders and other community groups, including local public health departments, local planning departments, community health, food, physical activity, and equity advocates, and others.
- Coordinate implementation of MN Food Access Planning Guide communications/dissemination plan throughout seven-county metro area.
- Develop database of key stakeholders, including county, municipal, and regional planners and health, healthy eating, physical activity, and equity advocates in metro area.
- Conduct outreach to stakeholders and key partners on opportunities for involvement in local planning activities and community opportunities for input.
- Coordinate presentations to state, local and regional conferences and trainings regarding opportunities to integrate access to healthy food, physical activity, and health equity into local planning initiatives.

- Provide technical and project assistance to priority communities when requested and if capacity exists.
- Create project and annual work plans to guide the work.
- Provide limited resources and guidance to Greater Minnesota communities.
- Other duties as assigned

Desired Qualifications:

- Graduate degree in planning, public health, or other relevant field.
- Community organizing and other project management experience.
- Experience with local planning initiatives, healthy food access and active living networks, and food system in seven-county metro area.
- Good organizational and communication skills.
- Experience with databases, including Excel, and other tools in the Microsoft Office Suite.
- Ability to work with broad range of interest groups, and balance competing needs and priorities.
- Working knowledge of Minnesota Food Charter and specific strategies around planning, healthy eating, transportation, and physical activity.
- Ability to work remotely and independently.
- Access to reliable transportation.
- Access to laptop computer.

Duration of Position: April 15, 2016 – December 31, 2018 (Note: This is a 3 year contract position)

Status: Flexible schedule, with expectation of approximately 30 hrs/week and some nights and weekend meetings.

Application Process: Please send cover letter, resume, three references, and a writing sample electronically to Maggi Adamek at madamek@terrasoma.com with “Healthy Comp Plan Coordinator Application” in the subject line.

Application Due Date: **March 30, 2016; interviews begin 4/11**

Contract Rate: Fees are paid by deliverable for a monthly retainer rate of \$5,833/month