



Description: Participating in Vermont Food Security Plan's Topic Writing Teams

Farm to Plate Food Security Plan Priority Strategy Team

Topic Writing Team background and job description

Contact Information:

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Timeline:

January & February

- Consult with your employer and apply to participate in a team by February 15
- Individuals receive topic and team assignments
Reading, writing, discernment

March-May

- Teams schedule work time and work together to delegate tasks.
- Complete the Topic worksheet together
- Draft recommendations, actions & strategies related to for topic
- Submit finalized creation to Farm to Plate

May/June

At this time, responsibilities of Topic Writing Teams are complete. Topics are woven together into draft Food Security Plan ready for community feedback.

Payment:

Topic Writing Team members will be compensated via a contract. Payment is \$40/hour with an estimated total time of 50 hours (maximum). Contracts can either be through employers or set up as an individual contract.

Time estimates:

- 2 hours Administration and paperwork
- 15 – 20 hours Topic Team meetings
- 15 - 20 hours Independent work time
- 4 – 6 hours Large meetings for all Topic Writing Team participants

Individuals that have strong topic area expertise, but do not have capacity can still be involved by participating in the Food Security Strategy Team overall meetings, and offering their expertise to Topic Teams. Please reach out to Becka or Kelly with any questions related to this.

Project background:

In order to reduce climate and pandemic-related risks to Vermont's food security, and to protect the most vulnerable, the state is developing a statewide Food Security Plan. The Vermont Food Security Plan is being created by the [Vermont Farm to Plate Network](#), a statewide collaboration of food system entities guided by the Vermont Agriculture and Food System Strategic [Plan](#).

Starting in the summer 2022, members of Farm to Plate's Food Security Priority Strategy Team reached out to over 300 people to learn what is working to create food security in Vermont and what else needs to happen; 300 more people answered a digital survey. Food security plans, policies, and activities across Vermont have also been collected. This "community feedback" will be the basis for determine the actions recommended in the Plan.

Topic Writing Teams will take the first steps of writing the Plan. Each Topic Writing Team will analyze and synthesize information and then make recommendations, actions and strategies related to a topic. "Topics" are broad categories of information with significant impacts on food security, which came out of the community feedback in 2022. The topics will be finalized by researchers in early February.

Applicants will be matched with a Topic Writing Team according to their interests, relevant background knowledge, and ability to collaborate with others that have complimentary skills and levels of experience. The goal is to create balanced teams that bring together individuals with a diversity of backgrounds and complementary strengths.

Nature of services required:

Members of a Topic Writing Team will collaborate with 1 to 4 other individuals to complete the following tasks:

- Analyze provided data including quotes, related policies, plans and resources on your topic
- Review "Guiding Principles" as a team and discuss how it connects to your team's topic. When reviewing data and information, prioritize those inequitably affected by food system failures, and set aside personal agendas.
- Using a template, add information to the different sections (Note: The template has not been finalized yet, but anticipate they will include sections such as quotes, recommendations, data, and a section on equity).
- Consider and identify any gaps in the data. Contact topic area experts as needed.
- Once all Topic Writing Teams complete a draft of their section, information will be reviewed at an all-Team meeting.
- Any suggested edits or additions will be sent back for review to the relevant Topic Writing Team. After this review, the work of the teams will be finalized.

Note: Members of Topic Writing Teams should coordinate with their employer to ensure sufficient time to dedicate to this effort.

Qualifications:

Applicants should be flexible, have strong writing and communication skills, and the ability to work as part of a team. The Food Security Plan is being created based on community input, and so requires flexibility as timelines and tasks may shift if information changes. In addition, the development of a Food

Security Plan is a new effort and so creativity and flexibility are necessary. Expertise on household food security is not required, but applicants should have a general working knowledge of one or more economic, environmental, and social issues affecting Vermont's food system. Experience with report writing and data analysis (both qualitative and quantitative) considered strongly. Applicants should be able to set aside their individual and/or organizational perspective in order to ensure, as much as possible, a non-biased process informed by the plan feedback provided by Vermonters.

All Topic Writing Team members are required to formally join the Farm to Plate Network to facilitate involvement and ongoing communication – joining is an easy, free process.

The Vermont Sustainable Jobs Fund (VSJF) is the backbone organization for the Farm to Plate Network, and will administer contracts related to the Food Security Plan.

VSJF is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. VSJF makes hiring decisions based solely on qualifications, merit, and organization needs at the time.