**Part-time Staff Assistant for Food and Nutrition Innovation Program at the Friedman School of Nutrition Science and Policy**

- This is a limited term position ending June 1, 2020; however, an extension or second term is a possibility.

The Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy, established in 1981, is the only self-governing graduate and professional school of nutrition in North America. Its mission is to improve the nutritional well-being of people worldwide through: the creation of new knowledge; the application and dissemination of evidence-based information and; the education and training of future leaders in the field.

The Food & Nutrition Innovation Council (FNIC) had its inaugural meeting in spring 2019. The mission of the Food & Nutrition Innovation Council is to foster a robust, science-driven ecosystem of food, agricultural, and wellness innovation and entrepreneurship for a healthier, equitable, and sustainable food system. This synergistic system highlights and translates the newest advances and brightest minds in the field, connecting scientific academic experts and talented graduate students with businesses including the food industry from farm to fork, health and wellness, insurance, entrepreneurs, venture capital, and non-profit and advocacy organizations. Members of the council include key stakeholders, including established companies, new ventures, scientists, entrepreneurship, investors, and advocacy groups. FNIC members also guide and experience signature meetings and events including the following:

- A University-wide annual Food Innovation Summit, an annual gathering of key thought leaders
- A University-wide annual Tufts Food and Nutrition Entrepreneurship Competition, which features new concepts, business plan ideas, and early stage companies
- Career fairs, internship programs, and other special events at the School including conferences and seminars

The staff assistant will be called upon to assist in management of the FNIC activities, including supporting the planning and execution of the Food Innovation Summit (October 22 & 23), which includes a career fair, symposium, and private council meeting. Besides this fall event, the staff assistant will help manage and update the website, e-mail distribution lists, and other databases. He or she will have the opportunity to work with various offices at the school including communications, budget/business office, alumni and development, corporate foundation relations (CFR), student and faculty affairs. This role will include a variety of functions such as:

- **FNIC program and membership management**
  - Coordinate closely with CFR, Advancement, and Friedman Deans to make sure that the FNIC membership database is up to date and accurate
  - Create and manage member e-mail distribution lists
  - Work with Entrepreneurship Innovation Committee (EIC) student representative and Director of Communications to manage and update the website as needed
  - Triage questions by liaising with Tufts General Counsel’s Office, Director of Communications, CFR and EIC

- **Event and project management**
  - Food Innovation Summit
    - Be first point of contact with the Tufts Events and Conference team who is handling logistics
    - Create an organizational process to communicate and delegate responsibilities equally to EIC students, coordinator, EIC advisors, Deans, etc.
    - Create a timeline with action items and deadlines in collaboration with the coordinator on needed items for the success of the summit

- **Administrative/logistical support to the EIC**

- **Expense and budget tracking**

- This position is expected to be a 15-hour per week position. However, the week(s) leading up to the events and the week of the event will be at least 25 hours per week (requirement).
Qualifications

Basic Requirements:

- Experience and comfort working with corporate organizations and high profile external visitors
- Experience managing a project or event
- Experience supervising/managing students and/or other staff
- Excellent organizational skills with attention to detail
- At least basic skills in word processing, use of spreadsheets such as Microsoft Excel, and Outlook
- Strong communication skills
- Strong interpersonal skills
- Ability to work independently under strict deadlines
- Ability to work efficiently and effectively under pressure
- Ability to anticipate and address logistical needs

Preferred Qualifications

- Experience in an office setting
- Experience in higher education
- Experience with all aspects of events
  a. Planning
  b. Budget management
  c. Handling all logistics
  d. Day of execution, support and delegation
  e. Post-event tasks
- Experience with basic website editing

Please submit cover letter and resume to Patty Dawson at Patty.Dawson@tufts.edu