



## **Project Coordinator, State-Level Food is Medicine Center for Health Law and Policy Innovation**

The Center for Health Law and Policy Innovation (CHLPI) of Harvard Law School is seeking a part-time Project Coordinator for the State-Level Food is Medicine project. The project coordinator will work independently and with CHLPI staff and students to provide technical assistance (TA) to state-based stakeholders building upon CHLPI's expertise in food access and nutrition law and policy to advance Food is Medicine (FIM) policies in their respective states (e.g., Medicaid Section 1115 demonstration waivers, state-funded pilot programs, FIM practices that support local food systems, etc.).

For more information about CHLPI please visit: [www.chlpi.org](http://www.chlpi.org)

### **Overview of the Project**

In 2022, CHLPI launched an effort to facilitate nationwide implementation of FIM policy and build capacity for change at the state level. From 2024-2027, CHLPI will be expanding upon this work to increase equitable access to FIM services at the state level and to promote FIM practices that support positive upstream impacts on the food system and communities.

A [growing body of research](#) suggests that nutrition interventions can help to prevent and treat costly chronic health conditions, improve household food security, and address health disparities. Policymakers and leaders in the U.S. health care and food systems are increasingly working to expand the reach of nutrition interventions through [systems-level change](#). States and institutional partners are eager to leverage these new policies and programs to expand access to nutrition interventions in their communities, and in ways that benefit the local economy and food systems. However, current policy pathways to sustainably fund nutrition interventions and bring successful programs to scale can be complex and difficult to navigate.

CHLPI is offering pro bono TA to community organizations, nonprofits, coalitions, and local, state, and tribal government entities across the United States interested in implementing and scaling state-level FIM policy. Over the course of three years (2024-2027), CHLPI will provide one year of in-depth capacity-building engagement to four state-based stakeholders per year. CHLPI will help each TA grantee build a solid, community-based foundation for concrete policy change. CHLPI will assist the grantee in a research and discovery process to identify the grantee's and community stakeholders' key state-level Food is Medicine policy goals, opportunities, and barriers. Based on the information gathered and the latest evidence, CHLPI will then identify and research policies and implementation strategies that will best enable the TA grantee to scale FIM and address related issues of health inequity and local food system policy in the state. Additionally, CHLPI will provide short-term technical assistance to 5-10 stakeholders per year seeking support on Food is Medicine policy and systems level change, as well as fieldwide support through yearly convenings and other trainings.

**Project Coordinator, State-Level Food is Medicine tasks:**

- Serve as the principal source of information regarding the State-Level Food is Medicine project for internal and external stakeholders including faculty, staff, students, partners/clients, and contractors/consultants;
- Coordinate administrative and program needs to advance key project initiatives;
- Plan, organize, and execute project meetings, events, and conferences, including assisting with travel logistics, developing agendas and leading meetings, and serving as lead CHLPI liaison at key project meetings;
- Coordinate and contribute to the development, editing, and updating of relevant project materials, including promotional, media, outreach, and research materials and reports;
- Collaborate with CHLPI communications and development staff to meet project needs; and
- Assist with other related CHLPI program needs, as needed.

**Desired Qualifications**

We are looking for people who have:

- Three or more years of related experience. Education beyond high school may count towards experience.
- An interest in working with clients, colleagues, and students of diverse backgrounds.
- The ability to work well independently and as part of a team.
- Strong organizational, time management, and project management skills.
- Strong writing, research, interpersonal, and communication skills.
- An interest in health and food systems and/or health and food law and policy.

**Location**

*USA – MA or Virtual (all remote work must be performed within a state in which Harvard is registered to do business (CA, CT, GA, IL, NJ, MA, MD, ME, NH, NY, RI, VA, VT and WA))*

**Expected Hours Per Week**

Part-time, up to 14 hours per week

**Hourly Rate**

\$30-35, depending on experience

\*This is a contingent hourly position and does not have access to full staff benefits or additional compensation.

**Start Date**

January 1, 2025

**End Date**

December 31, 2025 – This hire is planned for one-year with potential for renewal, subject to project funding and need.

**To Apply**

Please send a cover letter and resume to Katie Garfield at [KGarfield@law.harvard.edu](mailto:KGarfield@law.harvard.edu) with the subject line “State FIM Project Coordinator Application” by December 20, 2024.