



HUMANE SOCIETY INTERNATIONAL

Job Description

JOB TITLE:	Food Policy Specialist	DEPARTMENT:	HSI Farm Animal Welfare and Protection
LOCATION:	Brazil		

GENERAL PURPOSE OF THE POSITION: In one or two sentences, explain the primary purpose of this position.

The primary purpose of this position is to provide nutritional knowledge and technical support for the successful implementation of the organization's plant-based solutions programs in Brazil.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Please indicate percentage of time expected to be spent over the course of a year. The percent of time spent on all duties together (considering all hours worked) should not be greater than 100%.

1. In coordination with the HSI Food Policy Manager in Brazil, work directly with schools, universities, and other public and private institutions to ensure that the program objectives of a minimum 20% reduction in animal-based menu options are met and assist with the creation of 100% plant-based recipes that respect the food culture locally and regionally, while ensuring that the options provided are nutritionally appropriate, approved, and accepted by the institutions; (15%)
2. Work with institutional providers and provide the necessary technical support and knowledge to ensure the successful implementation of plant-based initiatives; (20%)
3. Lead trainings, lectures and seminars for partner institutions on the benefits of plant-based eating and techniques for preparing nutritionally complete and balanced plant-centric meals; (15%)
4. Create and maintain positive working relationships with nutritionists, political leaders and administrative staff, teaching and cooking teams, and other stakeholders from partner institutions; (10%)
5. Assist with monitoring the implementation of plant-based initiatives in partnership with the institutions. In coordination with the HSI Food Policy Manager in Brazil, work with the institutions to set and meet procurement milestones to ensure that the minimum 20% reduction target is fulfilled; (5%)
6. Assist in drafting, reviewing, updating and otherwise supporting the development of plant-based program materials, including flyers, texts, recipe books, nutritional factsheets, and other materials as needed; (15%)
7. Keep up to date on local and national issues, research and laws related to nutrition, plant-based eating, and new plant-based products; (10%)
8. Record, in a clear and accessible way, all relevant information about the institutional partnerships, ensuring that the Food Policy team and food policy manager has access to relevant information about current and potential partnerships; (5%)
9. Maintain close communication with the Food Policy Manager and chef, participate in regular calls and check-ins, prepare and submit regular written reports on program activities; and (5%)
10. Any other tasks as needed.

DESIRED MINIMUM QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND EXPERIENCE:

1. Nutritional certification required, specialization in plant-based nutrition preferred;
2. A minimum of two years of experience with public health or food and nutrition issues, preferably within the food service industry, public or private institutions or in non-profit advocacy, required;
3. Understanding and familiarity with public policy requirements for school aged nutrition required;
4. Knowledge of and experience in food and food service industry meal planning a plus;
5. Knowledge about factory farming, nutrition/health and environmental issues preferred;
6. Sales and negotiation skills/experience a plus;
7. Experience in developing menus for large-scale institutions, and students, highly desirable;
8. A strong commitment to improving animal welfare in Brazil's food system required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Oral and written fluency in Portuguese;
2. Basic oral and written language skills in English;
3. Familiarity with Microsoft Office Suite (especially Excel and PowerPoint);
4. Ability to build/foster relationships by reinforcing trust and respect, and demonstrating high standards of tact, diplomacy and discretion;
5. A high level of confidence, integrity, interpersonal skills, and a professional executive presence for effectively interacting with and influencing others, internally and externally, as well as for facilitating meetings and conducting public speaking/presentations;
6. Attention to detail and commitment to excellence demonstrated by the delivery of quality and timely outcomes;
7. Strong organizational, planning, and time management skills with demonstrated flexibility and the ability to manage multiple and often changing priorities and issues of varying complexity, while meeting time sensitive deadlines and deliverables;
8. Ability to work independently, proactively, and remotely with solid internet connection. Ability to take initiative and maintain good communication with HSI's team in Brazil.
9. Must be able and willing to travel throughout Brazil as needed and possible.

REPORTING RELATIONSHIP: Please indicate the position(s) that this job will report to.

Direct report to Food Policy Manager, Brazil with programmatic reporting to Senior Manager, Food Policy

SUPERVISION EXERCISED: Please indicate the position(s), team(s), or department(s) that this job will directly manage.

N/A

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects,

tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderately quiet.

EMPLOYMENT DISCLAIMER: *This job description is not a contract - management reserves the right to change the contents of this job description at any time. Humane Society International is an equal opportunities employer. We have a policy of equality of opportunity for all staff. Applications are welcome regardless of race, colour, nationality, ethnic or national origin, sex, marital status, disability, pregnancy or maternity leave, sexual orientation, gender reassignment, religion or belief, or age.*

To apply:

Please send your letter of motivation (maximum 2 pages) and curriculum vitae before midnight **April 7th 2023** to smcnerney@hsi.org.

Please note that only candidates selected for interview will be contacted. Thank you for your understanding.