



375 Laguna Honda Blvd. B 303 • San Francisco, CA 94116  
v: 415-504-6738 • f: 415-520-0471  
www.sfphf.org

## **Job Description: School Wellness Policy Consultant**

**Summary:** San Francisco Department of Public Health (SFDPH) Population Health Division works closely with SFUSD to provide support to improve the food and fitness environment. Through funding from SFDPH, the School Wellness Policy Consultant will support the San Francisco Unified School District to revise, develop, implement and evaluate their school wellness policy which governs the food and fitness environment for all public schools in San Francisco. The consultant will work with Senior SFUSD Executives and their staff to revise and develop district wellness policies, as well as support multiple departments in SFUSD to integrate and implement the policies into district operation through strategic communications, trainings, presentations, outreach to families, etc.

### **Position Background and Description**

Assist SFUSD senior leadership to revise and implement a comprehensive Wellness Policy to guide the food and fitness environment at San Francisco Unified School District. The Consultant will work with SFDPH staff and SFUSD Executive Leadership to revise and develop district policy, administrative regulations, strategic communication tools, staff trainings, and presentations to SFUSD leadership, school site staff, parents, students and teachers to support integration and implementation of the Wellness Policy rules within the district. The Consultant will also develop a plan to assess the extent to which schools are in compliance with the policy, and progress made in attaining the goals of the policy.

### **Minimum Qualifications:**

- Bachelor's degree in public policy, education, communications, public health or related fields.
- Overall 5+ years of demonstrated public policy, program development, training, data management and analysis.
- Excellent written, oral and interpersonal communication skills; experience developing talking points and external and internal communications.
- Experience facilitating multi-stakeholder processes.
- Strong analytical, problem solving and critical thinking skills.
- Competency to work with virtual teams is required.
- Experience working for, or closely with education related organizations a plus.

### **Desired Qualifications:**

- Master's Degree in public policy, education, communications, public health or related field.
- Experience with developing and conducting program evaluation.



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**Pay:** Hourly rate, depends on experience. Contract position paid through the San Francisco Public Health Foundation.

**Start Date:** As soon as filled.

**Location:** Consultant will work at their own location. Meetings will take place in San Francisco.

**To apply, please email cover letter and resume to:** Aditi Shrivastava, Management Assistant, Policy and Operations, SFUSD at [ShrivastavaA@sfusd.edu](mailto:ShrivastavaA@sfusd.edu)

**Application Closing Date:** Open until position is filled.