

Job Description

Job Title:	Food Systems Planner	Creation Date	March 29, 2023
Department:	Philadelphia Parks & Recreation	Revision Date	June 26, 2025
Salary Range	\$60,000-\$70,000	Work Schedule	Monday – Friday 9am – 5pm
Salary	\$70,000	Hiring Manager	Ash Richards
HRIS Title		HRIS Code	
Position Type	Exempt, Non-civil service position. This is a 3-year grant-funded position. Continued employment beyond this time frame is subject to the availability of funds.	Minimum Education Level	Bachelor's Degree
FLSA		EEO Code	

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of its people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The **Food System Planner** will support the implementation of the City's Urban Agriculture Plan in collaboration with the Director of Urban Agriculture, while also advancing local agriculture initiatives and Farm Philly's programs. This role provides technical expertise in community food systems planning, production, distribution, procurement, and land use within the Department of Parks and Recreation. It offers an exciting opportunity to apply skills in land use, public health, and community planning to build a more just local food system through collaborative efforts.

Essential Functions

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- Assist the Director of Urban Agriculture in leading the management, evaluation, and execution of the Urban Agriculture Plan Implementation Alliance—a community-centered steering committee dedicated to advancing shared priorities from the Plan. This role involves fostering inclusive collaboration among residents, grassroots leaders, city and state agencies, elected officials, nonprofits, and institutions; offering strategic support; and developing co-created projects, programs, and policies that reflect the needs and visions of Philadelphia’s urban agriculture community.
- Facilitate the Implementation Alliance in developing and implementing strategies at neighborhood, district, and regional levels to enhance food access, urban agriculture, and the city's urban food system resilience. Explore grantmaking opportunities to finance the Plan's implementation.
- Conduct community meetings to discuss the implementation of the Plan and its updates, and gather recommendations as it relates to Philadelphia’s food system, food policies/practices and urban agriculture.
- Manage budgets and oversee financial operations related to the implementation of the Urban Agriculture Plan, including expense tracking, grant administration, and reporting to ensure responsible and strategic use of resources.
- Lead the development and management of annual updates to the Urban Agriculture Plan. Coordinate and participate in community and public meetings, facilitate inclusive engagement processes, and regularly provide planning updates to community associations, elected officials, nonprofits, partner city agencies and other stakeholders.
- Bring a food systems, land use, planning and community development perspective to assist in implementing, tracking and evaluating the [Philadelphia Urban Agriculture Plan](#).
- Develop public materials and training on the regulatory and enforcement processes of city codes such as zoning, building and health as they relate to food systems.
- Create department-specific urban agricultural policies and standard operating procedures, as well as collaborating with other city agencies and the Food Policy Advisory Council to create and implement comprehensive citywide policies governing nutrition, food procurement and urban agricultural programs and activities in the City.
- Collaborate with city agencies, community planners, and local organizations to identify and integrate agriculture, local food systems and food access strategies into existing and future planning efforts, ensuring that equitable and community-informed approaches to urban agriculture are embedded across policies and programs.
- Conduct research and analyze local, regional, and national policies related to food systems, supply chain improvements, and urban agriculture to inform best practices and policy recommendations for strengthening Philadelphia’s municipal and regional food infrastructure.
- Contribute to and, when appropriate, lead key initiatives within Farm Philly, including community-facing programs such as the [Community Compost Network](#), Farmers Markets, [Agriculture Resource Center](#) and [Land Access Program](#). Support food and land policy efforts and actively engage in local coalition work with growers, community organizations, and other partners to strengthen Philadelphia’s urban agriculture ecosystem.
- Serve as a liaison to external projects and city partners to foster collaboration, share best practices, and align Philadelphia’s urban agriculture efforts with global and

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- national food policy movements.
- Other duties as assigned

Required Competencies, Knowledge, Skills, and Abilities

- In-depth knowledge of land-use and community planning principles, urban agriculture, agroecology, public health, food systems, and urban design.
 - Demonstrated community organizing and facilitation skills, with the ability to engage, motivate, and mobilize diverse groups of stakeholders.
 - Strong understanding of emerging environmental and social trends impacting urban agriculture, including climate resilience, sustainability, and social equity.
 - Deep understanding of racial and economic justice, as well as food sovereignty principles, particularly as they intersect with food systems, land access and ownership, and urban agriculture. Committed to advancing inclusive, community-led solutions that promote equity and shared power in food and land systems.
 - Proven experience managing multi-stakeholder projects, grants, and consortia, with a strong track record of successful collaboration across diverse sectors.
 - Advanced proficiency in Microsoft Office Suite (e.g., PowerPoint, Word, Excel), Google Suite (e.g., Google Drive), and Adobe Suite, with the ability to adapt to new tools and technologies.
 - Comfortable working in diverse environments, both in-office and in the field, including community meetings, site visits, and outdoor project activities.
- Highly organized with demonstrated experience in project management, ensuring the successful delivery of complex initiatives on time and within budget.
- Strong analytical skills with a keen attention to detail, adept at evaluating data, trends, and policies to inform decision-making.
 - Ability to work independently and collaboratively across all organizational levels, fostering effective teamwork and communication.
 - Excellent interpersonal, written, and verbal communication skills, including the ability to effectively present ideas, updates, and proposals to a variety of audiences.
- Expertise in preparing detailed reports, presentations, and other documentation that effectively communicate findings, strategies, and recommendations.

Qualifications (Education and Experience)

- Philadelphia residency required.
- Valid PA Driver's License with the ability to travel citywide for meetings, events, and site visits.
- Master's degree preferred (or equivalent experience) from an accredited institution in urban or regional planning, agroecology, sustainability or environmental studies, urban studies, historic preservation, landscape architecture or a closely related field.
- 5-7 years of experience in urban planning, community engagement, or related fields.
- Proven experience in project management and program coordination, demonstrating an ability to manage multiple initiatives simultaneously.
- Experience engaging with diverse populations, including individuals from various cultural, socioeconomic, and ethnic backgrounds.

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- Skilled in working with a broad range of stakeholders, including community leaders, nonprofit and for-profit organizations, and city officials.
- Event planning and volunteer coordination experience, including organizing and executing community-based events and activities.
- Demonstrated ability in community outreach and organizing, with a strong commitment to fostering inclusive community participation.
- Passion for working with growers, community members, and volunteers of all ages and abilities, ensuring equitable and accessible involvement.
- Cultural competency with the ability to engage and communicate effectively with diverse groups.
- Familiarity with Philadelphia's neighborhoods, culture, and urban landscape, with an understanding of local issues and community dynamics.

We value diverse experiences and are open to flexible qualifications. If you are passionate about this role and meet some of the key criteria, we encourage you to apply.

Additional Information

Successful candidates must be a city of Philadelphia resident within six months of hire.

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