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Position Title: Research Associate

Department: Future Food Americas

Location: Portland, OR and Remote (U.S.-based)

Time-commitment: Part-time (~30 hrs) with options to scale to Full-time

Position Hiring Manager: Future Food Americas Managing Director

Reports to: Managing Director (interim direct manager)

Start Date: Spring or Summer, 2022

Employment Type: Contractor to FTE

Contract Length: 6 months (minimum)

ABOUT THE COMPANY

The Future Food Institute exists to make exponential positive change, to sustainably improve life on earth, through education and innovation in global food systems. By training the next generation of change-makers, empowering communities, and engaging government and industry in actionable innovation, Future Food catalyzes progress towards achieving the Sustainable Development Goals (SDGs). We are a highly networked global ecosystem of individuals, nonprofits, governmental and for-profit partners focused on creating a sustainable food future.

About our Innovation project work

Our Innovation Team excels at human and planet-centered design, identifying and clustering signals of future market trends, collaborative innovation that meets the needs of our purpose-driven clients, and co-designing tangible strategies for accelerating action toward a sustainable world.

Description:

You are a person with great interpersonal skills. You are organised, proactive, methodical and are aware of timelines and deadlines. Importantly, you are an effective communicator and a great listener that is also able to work well on desk research.

• Primary Responsibilities:

- Ensuring that research tasks are completed efficiently and at a high standard.
- Communicate any changes, development and essential information to the project lead via email, phone, Zoom, etc.
- Communicate with the culinary R&D team via Slack, email, Zoom, etc.
- Gather, organize, categorize, and analysis information
- Generate insights
- Conduct consumer centered trend research
- Support the development of content for presentation decks
- Support editing of content to ensure accuracy and proper citations
- Notetake and assist in interviews and focus groups, and support transcription analysis



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- **Requirement:**

- Work experience 2+ years in a similar research role
- Strong research and organizational abilities
- Familiar with sustainable food systems, sustainable food innovation trends
- Adept at Asana, Google Suite, Slack

- **Competencies:**

- Ability to work flexibly and efficiently, exercise a balance between research rigor and inspiration.
- A high comfort level in working remotely and within a distributed team.
- Openness to critique from other disciplines and curiosity to learn from a spectrum of perspectives.
- Be comfortable in a flexible working environment.
- Empathy and curiosity for how great brands, businesses, and organizations navigate innovation.
- Expert at sleuthing/network research
- Ability to learn new research and insight tools to utilize on projects

Scaling to full time:

- Up to 75% of work on Innovation projects:
 - As a Market Researcher on Innovation projects
 - As an research and administrative assistant to the Senior Research Lead and/or Design Lead within projects
- 25% (and more depending on Innov. projects) supporting research for proactive innovation, education and community project in development for FFAM

This is a **part-time position** and you will have flexibility with your hours. You would, however, be required to be available for all scheduled project calls and check ins and have adequate time to complete research tasks. You would also need to be available to support the project lead should they require clarification or assistance.

Compensation: DOE

Your salary will be discussed in more detail during the interview process; however, compensations are adjusted to cost of living adjustments that match inflation rates of the country, according to FFI policy.



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As FFI we are dedicated to creating an inclusive space for all our employees and extending this culture of inclusion into our work, since diversity, inclusion and equity are integral to our mission. We believe that our workforce should reflect the vast diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our company and our work.

FFI positively evaluates an evolutionary improvement of environmental performance status and an integration of the economic and social aims in the way its employees operate.

If interested, please [complete this initial intake form](#) and we will contact you. For further questions or information,

REACH OUT:

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