

Northeast Organic Farming Association of Vermont (NOFA-VT)

Community Food Security Program Coordinator Job description

Hours per week: 32 hrs/wk

Reports to: Market Development Director

Summary Description: The Community Food Security Program Coordinator is a member of the Market Development team and is predominantly responsible for overseeing programs addressing community food security and providing technical assistance to direct markets to support greater food access. In addition, the candidate will assist the Market Development Director to provide support, marketing and educational programs to direct markets.

We are seeking a candidate who is knowledgeable about local and organic food systems, is detail oriented, has excellent organizational and interpersonal skills, is able to handle and prioritize multiple tasks, works well both independently and in a team, and has experience with Microsoft Office Suite. We have a strong preference for candidates who have knowledge/expertise in direct markets and experience working with limited-income populations.

Responsibilities include:

- Coordinate NOFA-VT's three primary community food security programs (Crop Cash/EBT at farmers markets, Farm Share and Senior Farm Share) including program outreach; processing applications; managing reimbursements; coordinating with farmers, farmers market organizers and program partners (including coordinating the VT Food Access at Farmers Market Working Group); and maintaining tracking systems to ensure timely and accurate program reporting.
- Coordinate technical assistance and professional development opportunities to farmers markets, CSAs and farm stands to support greater food access.
- Coordinate (with the Vermont Agency of Agriculture, Food and Markets) the annual farmers market and direct market producer surveys, provide analysis and reports as necessary.
- Maintain the direct market listings on the NOFA-VT website and share with partnering organizations.
- Assist the Market Development Director with organizing technical assistance and professional development opportunities to direct markets including the annual Farmers Market Conference and the Business & Marketing Track at the Winter Conference.
- Support the Vermont Farmers Market Association by maintaining membership records, taking minutes at meetings, and completing tasks that support the group's goals.
- Support the development and implementation of a marketing campaign and metrics assessment for direct markets.
- Assist the Market Development Director with program administration tasks including tracking delivery of services, maintaining materials on for NOFA-VT's website, and grant reporting.
- Assist the Market Development Director with the development of collaborative working relationships with program partners, agricultural service providers, State Agencies, and college/university educators/researchers.
- Communicate with other organizations, farmers, and consumers about NOFA-VT's community food security and direct market programs, and represented NOFA-VT at meetings as necessary.

Additional NOFA Responsibilities:

- Attend bi-weekly staff meetings
- Attend Board Meetings when applicable
- Assist with preparation for and attend Winter Conference & some on-farm workshops.

- Facilitate and/or attend a minimum of two workshops or outreach events annually

Qualifications

Education & Training: Bachelor's degree or equivalent work experience, preferably in Food Systems, Agriculture or a related field.

Knowledge: Detailed understanding of diverse organic and local food systems, the educational and technical needs of farmers and market organizers, federal and state food benefit programs, and the needs of limited-income Vermont consumers. Strong preference for candidates who have expertise in direct markets and community food security.

Experience: Organizing, planning, public relations, administrative support. Experience working with limited-income populations and working on/managing federal grants a plus.

Skills: Excellent organizational skills; excellent written and oral communication skills; strong interpersonal, supervisory, planning, and training skills; strong computer skills required.

Capabilities: Enthusiastic with strong public presence. Ability to work well with a wide range of people, work well under pressure, handle and prioritize multiple tasks, and adapt to changing situations on a daily basis.

Conditions: Strong interest in and commitment to promoting the goals of NOFA-VT and meeting the needs of current and prospective members, with focused support of the state's direct markets and limited-income population. Valid driver's license with frequent statewide and occasional out-of-state travel required. Ability to work occasional weekends and evenings.

To Apply

Please submit a resume and letter of interest to info@nofavt.org with "Food Security Program Coordinator" in the subject line, or send hard copies to NOFA-VT, Attn: Food Security Program Coordinator Position, PO Box 697, Richmond VT 05477. The position will remain open until filled with an anticipated start date in early October.