

**Employee Status:** Position starting fall 2016 at 8 hours/week (fall) and 12-15 hours/week (winter/spring)

**Summary Description:** The Jr Iron Chef VT Assistant Coordinator works with Vermont FEED (Food Education Every Day), a partnership project between Northeast Organic Farming Association of Vermont (NOFA-VT) and Shelburne Farms. The Assistant Coordinator will work directly with the Coordinator to carry out all aspects of planning and executing Jr Iron Chef VT, an annual statewide cooking competition for approximately 275 middle and high school students.

**Reports to:** Jr Iron Chef VT Coordinator

Responsibilities include:

**Event Planning and Management**

- Participate in committee meetings & planning process
- Oversee registration process (e.g., update forms, send announcements, track payments, enforce deadlines)
- Assist with site logistics
- Support Judge's Room activities
- Coordinate Activity Room
- Review recipes
- Prepare event materials (e.g., signage, program, certificates, name tags)
- Manage merchandise/team give-aways
- Facilitate awareness-raising events (e.g., Statehouse event)

**Communication**

- Communicate with Jr Iron Chef VT committee, local businesses, organizations, and sponsors
- Serve as contact for individual teams (e.g., troubleshooting, responding to questions, sending reminders)
- Keep website updated and develop/add new content to build awareness
- Implement outreach schedule (e.g., press releases, media alerts, social media)
- Provide content and coordinate communication with Shelburne Farms and NOFA-VT communications staff

**Sponsorship**

- Research potential sponsors
- Solicit donations for prize packages
- Compile prize packages for winning teams

**Event Expansion**

- Conduct post-event evaluation & compile report to inform future Jr Iron Chef VT events
- Brainstorm opportunities (e.g., partners, sponsors, ideas)
- Develop & share annual report
- Build context for event & develop method for sharing the Jr Iron Chef VT story

**Qualifications:**

*Experience:* Public event organizing and planning, public relations, administrative support.

*Knowledge:* Basic understanding of farm to school, local food system, and K-12 school food system.

*Skills:* Excellent organization skills, strong writing and oral communication skills, strong interpersonal and planning skills; Competent computer skills and experience with programs such as Word, Excel, Power Point and related programs necessary; Experience using online formats (e.g., Event Brite, Survey Monkey, Drupal web platform, social media).

*Capabilities:* Flexible team player and collaborator, ability to work well with a variety of people, strong public presence, confident at brainstorming, detail-oriented. A sense of humor is helpful.

*Conditions:* Strong interest in and commitment to promoting the goals of Jr Iron Chef VT, VT FEED, and NOFA-VT; Belief in the importance of helping students develop a positive relationship with healthy food.

To apply:

Send cover letter and resume to [info@nofavt.org](mailto:info@nofavt.org) with “**Jr Iron Chef VT Assistant Coordinator**” in the subject line.