

Education and Outreach Assistant



Northeast Organic Farming Association of Vermont, Richmond, Vermont

Do you have a passion for local and organic food, farming, community building, and education? Join our growing and dedicated team! Help us build an economically viable, ecologically sound, and socially just Vermont agricultural system. Learn about a range of topics, including educational event planning, climate resilient farming, communications & marketing, food security, land stewardship, and volunteer management. Visit diverse farms across the state! Put your skills to use by supporting our event series and representing NOFA-VT in our community.

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

The Northeast Organic Farming Association of Vermont promotes organic practices to build an economically viable, ecologically sound, and socially just Vermont agricultural system that benefits all living things. Founded in 1971, NOFA-VT is a member-based organization and runs programs in the following areas: farmer services, local food access and market development, advocacy, engagement & education, and Vermont Organic Farmers (a LLC that provides organic certification to VT farm and food businesses). This position is a core member of the engagement team, helping to implement educational, outreach, and relationship-building events.

Essential Functions:

- Support community and educational event planning and execution, including NOFA-VT's annual winter conference, seasonal workshops, and on-farm pizza socials
- Research topics and presenters, reach out to potential presenters and event hosts
- Be a core part of the conference planning team for 5-6 months of the service term, assisting with the exhibitors fair, educational workshop development, volunteer coordination
- Help craft written event descriptions for the website and print materials
- Perform other behind-the-scenes computer & office-based educational event planning and coordination tasks in the weeks and months leading up to workshops and events
- Support NOFA-VT educational and community events, including travel, set up, content delivery, and clean up
- Regularly represent NOFA-VT at community and partner outreach events (1-4 per month), including tabling to grow awareness about our mission and local, organic farming in general (examples include attending harvest festivals, the Vermont Farm Show, Flower Show, health fairs, or tabling at food co-operatives around the state)
- Help coordinate volunteers to meet event needs
- Attend regular NOFA-VT staff and team meetings, including bi-monthly staff meetings, bi-monthly Engagement team meetings, and quarterly JEDI (justice, equity, diversity, inclusion) committee meetings



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- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:

- Collaborate and strategize with NOFA-VT staff about meeting our engagement and outreach goals, how to best serve our members, extend our reach, and grow the organic food and farming movement
- Help to identify and build new strategic partnerships with other organizations

Desired Qualifications:

- Attention to detail, highly organized
- Strong public speaking, communication, and writing/editing skills
- Enjoy interacting with the public, enthusiastic and positive, personable, friendly
- Ability to balance multiple projects and prioritize competing priorities
- Comfortable with spreadsheets, file sharing, and digital organization
- Experience or education in related fields, like organic agriculture, sustainable food systems, event planning, community development, education/teaching, etc.
- Intrinsically driven with ability to work independently as well as part of a team
- Desire to learn and be part of a dynamic team at a mission-driven non-profit organization

Minimum Qualifications:

- Must have access to a car and have the ability to travel independently to statewide events (mileage is reimbursed)
- Ability to serve flexible hours, including some evenings and weekends
- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week



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Additional Information:

The NOFA-VT office is located in Richmond, VT. Staff are currently using hybrid schedules with some office time and some remote. AmeriCorps member must reside in or relocate to Vermont for this position.

Position begins September 9th, 2024 and ends August 8th, 2025.

This position is **Full Time**: Requires 1,720 hours for an average of 40 hours per week for 47 weeks. Member will receive a living allowance of **\$30,000** (pre-tax) for the service term. Member will receive an education award of \$7,395 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

To Apply: <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

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Application deadline: **August 4th, 2024**. Applications will be accepted on a rolling basis; open until filled.

Additional information on the AmeriCorps is available at www.americorps.gov.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, sex, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed, or any other category legally protected by federal or state law.

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