



Northeast Organic Farming Association of Vermont

Nourishing people, land, and justice through organic agriculture.



Winter Conference Assistant

The Northeast Organic Farming Association of Vermont (NOFA-VT) is seeking a highly detail-oriented person to support and lead various aspects of the event planning and logistics for our [Annual Winter Conference](#) focusing on conference workshops. The Winter Conference Assistant will work as part of a planning team with NOFA-VT staff to execute a successful event. This is a temporary, seasonal position starting in August and going into March for an estimated 500-600 total hours over that time period with less hours to begin with and increasing hours leading up to and during the conference on February 15-16, 2025.

Reports to: NOFA-VT's Event Coordinator

General Responsibilities

- Oversee workshop development - review and organize workshop proposals, create a system to share with NOFA-VT staff and others to choose final workshops, facilitate conversation with presenters to ensure a well planned workshop, edit descriptions to be accurate and engaging, and communicate logistics to workshop presenters as well as UVM planning team
- Attend planning meetings with NOFA-VT staff and conference planning team
- Assist in coordinating details, especially the online/technology portion of the event, with conference venue (UVM); attend regular meetings with UVM event & tech staff
- Assist in coordinating food and menus: work with UVM catering, solicit food donations including coffee, snacks for the hospitality table, lunch, end-of-day social, etc.
- Help coordinate the content for the printed, multi-page conference program for graphic designer on a tight timeline
- Support as needed the planning and logistics for various conference activities, such as film screening, seed swap, music performances, book signings, community art, raffle, and more
- Assist with onsite logistics, such as staff scheduling, signs, set up, and break down
- Assist in wrapping up the conference via surveys, reports, and debrief meetings
- Support other conference details as assigned

Qualifications

- Highly detail-oriented and organized
- Some prior event planning and organizing, small to large events (500+ people)
- Knowledge of agriculture and organic farming in Vermont preferred
- Public relations experience
- Tech savvy, solid computer skills including experience with Zoom, Google Suite
- Administrative support experience
- Excellent written, oral, and interpersonal communication skills
- Ability to work collaboratively as a team member as well as independently with minimal supervision
- Handle multiple tasks at once and know what to prioritize
- Ability to adapt to changing situations and think on the spot

Event & Schedule Details

The Assistant must be available full-time the weeks leading up to the event and must be available to work during the event (including event set up 2/14/25 through onsite wrap up 2/16/25). The work hours are largely flexible outside of the conference event and other scheduled meetings. The Assistant may work from home with some office time required in Richmond, VT as well as time required at the conference location in Burlington, VT.

The anticipated pay is \$24-\$26 per hour.

To Apply

Please send a letter of interest, resume, and contacts for two references to jobs@nofavt.org with the subject: Winter Conference Assistant. The position will remain open until filled.