

Job Title: NOFA Vermont Education Coordinator

Employee Status: Full Time, Exempt

Summary Description: The Education Coordinator is a member of the technical assistance team and is predominantly responsible for managing the educational events at NOFA-VT to engage current members (farmers, gardeners and consumers) and attract new members through development of Winter Conference workshops, and seasonal on-site workshops (on farms, gardens, homesteads). In addition, the candidate will develop and oversee NOFA-VT's Organic Dairy Program, which provides technical assistance to organic and transitioning dairy farms statewide.

Responsibilities include:

Winter Conference Workshop Development: content development of 3 days of concurrent workshops and intensives including: development of the RFP, reviewing past evaluations and researching workshop concepts, organization of RFP submissions, correspondence with presenters, work with workshop review committee to develop final lineup of workshops, work with graphic designer to detail workshop titles and tracks (brochure) and descriptions (program), work with outreach coordinator to determine PR concepts related to presenters and workshop topics, solicit moderators, oversee presenter's needs including - accommodations, compensations, book contracts, presentation requirements, hand-outs, assist with presenter registration on-line, send thank yous to all presenters post-conference, and create follow-up and workshop concepts for next year's conference.

Spring, Summer and Fall Workshop Development: Responsible for creation of NOFA-VT's seasonal workshop series to meet needs of gardeners, homesteaders, beginning farmers and commercial farmers (vegetable, fruit, dairy and livestock). Directly responsible for site selection, presenter solicitation, text content for print materials & PR, management of graphic designer and volunteers/ moderators, and manage contingency plans for foul weather. Collaborate with staff workshop committee and partner organizations when appropriate. Work with graphic designer and printing house to create print materials, signage and PR materials.

Development and coordination of NOFA-VT's Organic Dairy Program. Responsibilities include: program outreach, coordination of production technical assistance for organic and transitioning dairy farms statewide, development and facilitation of the summer organic dairy workshop series, writing regular industry updates for stakeholder communications, representing NOFA at statewide dairy meetings and workshops, grant writing, and program evaluation.

Oversight of NOFA-VT's Apprenticeship Program: program outreach, review and evaluation of web-based tool, coordination of beginner farmer field days. The Apprentice & Farm Worker Program helps to connect farms with individuals interested in working on a farm. Vermont farms offer exciting learning opportunities whether you are looking for a more structured experience (apprenticeship) or general farm work (farm worker).

Oversight of NOFA-VT's Collaborative Regional Alliance for Farmer Training (CRAFT) program, in collaboration with regional partners and NOFA-VT Farm to Community Mentors. Responsibilities include: program outreach, identification of participating farmer mentors,

selection of advanced apprentices, curriculum development, scheduling on-farm trainings, and program evaluation.

Farmer Services Program Administrative Support including: grant writing, program evaluation, grant reporting, networking, documenting/telling the story of the technical assistance programs and program outreach.

Qualifications

Knowledge: knowledge of diverse organic and sustainable agriculture and the educational needs of farmers, gardeners, and consumers. Strong preference for candidates who have knowledge/expertise in organic dairy and livestock production.

Experience: Organizing, planning, public relations, administrative support.

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

Capabilities: High energy and enthusiasm, with strong public presence. Ability to work well with a wide range of people, work well under pressure, handle multiple tasks at once, 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 educational needs of current and prospective members, with focused support of the state's organic dairy farmers. Frequent statewide and occasional out-of-state travel required.

