



Northeast Organic Farming Association of Vermont

*Growing local farms, healthy food, and strong
communities
in Vermont since 1971.*



NOFA-VT Office Manager & VOF Administrative Assistant (split position)

(40 hours/ week, salaried, exempt)

Supervised by: VOF Office Manager & Financial Director

Job Summary

NOFA Vermont & Vermont Organic Farmers are seeking an Office Manager, based out of our Richmond office, to be responsible for office administration, IT support, and program staff support.

We are seeking a candidate who is detail oriented, has excellent organizational and interpersonal skills, is able to juggle many tasks, has IT experience in a server environment, is familiar with database use and has knowledge of the local food system and organic agriculture.

Specific Responsibilities for NOFA-VT include, but are not limited to:

- Office Administration: Perform a wide range of duties to facilitate the smooth functioning and maintenance of the NOFA-VT & VOF office, including answering phones and emails, responding to requests for information, coordinating and administering all office mailings, recording staff and committee meeting minutes, maintaining inventory, and ordering supplies. Build and maintain systems to keep the office organized. Coordinate building maintenance. Work closely with the Office Assistant to complete these administrative duties.
- IT Support: Work with the IT committee and consultants to oversee the functioning of all office technology and systems—includes computer, server, software, printer/copier, phone, and conference system needs.
- Outreach: Prepare NOFA-VT & VOF promotional materials and publications, and assist with their distribution. Review and approve online calendar and classifieds listings. Update website pages as needed. Represent NOFA-VT & VOF at events (including pizza socials, workshops, conferences, and tabling). Contribute to and help edit NOFA-VT publications.
- Program and Administrative Staff Support: Support program staff with project coordination, event registration, data entry, and mailings and communication. Assist program directors with job/internship postings and applications. Support staff with equipment and supply needs. Produce mailing lists and reports. Build forms to integrate program data into the database.
- Volunteer Coordination: Recruit and coordinate volunteers for office tasks and events.

Specific Responsibilities for Vermont Organic Farmers include, but are not limited to:

- Maintain and update Salesforce database including application and payment data entry for new and continuing applicants.
- Conduct VOF mailings (including standard updates, save the dates, application reminders, etc.)
- Keep track of continuing applicants who have not submitted complete applications.
- Send reminder emails, postcards and letters and make reminder calls for late applications and fees.
- Send major non-compliance, suspension or revocation letters and forward to NOP.
- Print, compile, and send inspection packets.
- Track and assist with resolutions of CCCs for all producers.

- Handle all VOF marketing material orders.
- Maintain inventory of marketing materials and order more as needed.
- Coordinate volunteers for VOF tasks & projects.
- Any other task relevant to these duties or the mission of the organization as assigned by the supervisor.
- Future responsibilities may include:
 - Assigning inspectors to certification files

Qualifications

- Job duties require knowledge of administrative systems for a nonprofit office and comfort with IT problem solving.
- Customer Service
- Strong organizational and time management skills
- Excellent interpersonal and verbal communication skills
- General understanding of and interest in organic agriculture and the local food system, and an ability to communicate and build excitement around our work
- Writing, editing, grammar, and proofreading skills
- Excellent attention to detail, accuracy, quality, confidentiality, and an effective customer service focus
- Experience with IT in a server environment
- Familiarity with databases
- Ability to work occasional weekends and evenings

Salary commensurate with experience.

To apply: Please submit a cover letter, resume, and contact information for three references to jobs@nofavt.org with “NOFA-VT Office Manager & VOF Assistant” in subject line. Applications will be accepted on a rolling basis.