



Title: Community Engagement Coordinator

Primary Responsibilities: To cultivate MOFGA community engagement, with special emphasis on supporting the organization's membership and volunteer base. To facilitate community participation in MOFGA's operations, programs and events, including the Common Ground Country Fair.

Supervisor: Communications and Outreach Director

Work Week: Full-time, generally Monday through Friday, 9 a.m. to 5 p.m. Occasional nights, early mornings, and weekend hours required.

Additional Work Hours: Additional hours in the weeks leading up to, during and after the Common Ground Country Fair and other MOFGA events.

Position: Salaried. This position is exempt under the Federal Fair Labor Standards Act. The employee is not eligible for overtime payment.

Required Abilities and Knowledge:

- Experience organizing, managing and inspiring volunteers, members, advocates and other members of the community
- Creative thinking and the ability to generate new ideas about community engagement and volunteerism
- Excellent interpersonal and communication skills, including both verbal and written communication, and an interest in outreach to new audiences and use of a variety of channels to communicate MOFGA's message
- Comfort and proficiency with databases, the Microsoft Office suite of programs, Google Suite programs and online organizing resources including Google Drive; familiarity with Zoom or other online video conferencing tools
- Experience using volunteer management programs is beneficial.
- A demonstrated ability to manage multiple multi-step projects simultaneously
- Experience building collaborative partnerships and volunteer projects with organizations
- Experience setting up and managing events both small and large
- Support for the mission and work of MOFGA and familiarity with the Common Ground Country Fair





Responsibilities

Communications and Outreach

- Work creatively and collaboratively with MOFGA staff to increase the number of individuals engaging in MOFGA programs and becoming more involved in the organization as volunteers, members, event attendees and more.
- Act as a key member of the communications and outreach team to develop and manage outreach events, including as the primary contact for events outside of Southern Maine.
- Act as an effective and engaging spokesperson while representing MOFGA at community events.
- Collaborate with organizations and businesses to further MOFGA's message, and think creatively about new partnerships and volunteer opportunities.
- Create regular content for MOFGA publications and social media to promote MOFGA and recruit new people to get involved.

Common Ground Country Fair

- Recruit and organize the volunteers for the Common Ground Country Fair, which includes 10,000 shifts from 2,500 individuals over the course of the weekend.
- Recruit new area coordinators for the Common Ground Country Fair, and ensure succession planning is in place for the various areas of the fair.
- Work with the fair office to offer clear and consistent communication with area coordinators and members of the fair's planning team.
- Coordinate acknowledgements of donations of time and goods for Common Ground Country Fair vendors, contributors and volunteers.

Volunteerism and Planning

- Recruit and manage volunteers on a weekly basis for MOFGA projects.
- Develop and implement a train-the-trainer-style volunteer program within the organization to build upon the culture of volunteer leadership.
- Provide a framework for MOFGA staff members to request, schedule and work with volunteers and members when needed or available.
- Work closely with the MOFGA community to identify additional engagement roles and opportunities for volunteers.
- Generate and send appropriate correspondence to volunteers, and ensure all volunteers receive benefits earned.
- Document and log community engagement (e.g., volunteer shifts, event participation and public policy advocacy) hours and impact.
- Carry out all of the responsibilities listed above in accordance with the mission statement, goals and philosophy of the Maine Organic Farmers and Gardeners Association.



- Other duties as assigned.



MOFGA's success is dependent upon the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors.

Additional Details: The salary range for this position is \$35,000-\$40,000 annually dependent upon experience. MOFGA has an excellent benefits package with paid medical, dental and vision insurance and paid maternity/paternity leave. Employees receive a generous time off package including paid vacation and sick time, three personal days, and 14 paid holidays annually. MOFGA offers flexible work arrangements and telecommuting opportunities based on the nature and requirements of the role.

The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ individuals, as well as veterans to apply.



