



**Maine Organic Farmers and Gardeners Association
Common Ground Country Fair Coordinator**

Title: Common Ground Country Fair (CGCF) Coordinator

Summary: MOFGA is searching for our next Common Ground Country Fair Coordinator. This is an excellent opportunity for a dynamic, personable, highly organized, and dedicated individual. The Fair is a unique agricultural event that hosts over 1400 exhibitors and speakers to celebrate community, sustainable living, and local economies while highlighting organic agriculture. The ideal candidate will have experience working on events and with volunteers, excellent verbal and written communication skills, and an unwavering attention to detail. The Fair Coordinator is responsible for all exhibitor administrative management, fostering Fair volunteer engagement, and ensuring MOFGA policies and Fair guidelines are being followed.

The Fair Coordinator reports to the Common Ground Country Fair Director, and will work closely and collaboratively with other Fair Staff, Fair volunteers and coordinators, Fair Steering Committee, Board Members, and a broad range of other community members and stakeholders.

COVID-19: To ensure we can have a great 2021 Fair experience for the community, we are actively preparing both on-site and online Fair offerings. The decision about whether the Fair will be able to be held onsite will be made in May 2021. We are hopeful that we will be able to gather in person on September 24, 25 and 26, 2021. Our policies and most current Fair updates are on our website mofga.org/the-fair/.

Primary Responsibilities: To manage Common Ground Country Fair (CGCF) exhibitor applications and operations, coordinate all aspects of the CGCF's administrative operations, and assist the CGCF Director as necessary with all tasks and functions related to the CGCF.

Work Week: 40 hours - Monday through Friday. Additional evening and weekend hours as required, in particular, during the Fair weekend (September), monthly Fair Steering Committee meetings and educational events.

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

Salary Range: The salary range for this position is \$40,000 - \$46,000 annually, dependent upon experience. MOFGA has an excellent benefits package with paid medical, dental and vision insurance and paid parental leave. Employees receive a generous time-off package including paid vacation and sick time, three personal days, and 14 paid holidays annually. This position is able to work remotely part-time and other flexible work arrangements may also be possible; however, onsite and office based work will be required during peak Fair times and other events.



Required Abilities and Knowledge:

- A passion for organic farming and gardening, and community based work in Maine
- Experience executing events
- Ability to prioritize workload and manage multiple high-priority projects, concurrently
- Comfort working with a broad range of stakeholders, including staff, volunteers and members of the public
- Experience and comfort with coordinating and leading trainings for volunteers and support staff
- Strong interpersonal communication and excellent writing, proofreading, and communications skills
- Previous experience with leading and supervising a small team, group or team activities, is desirable
- Impeccable organizational skills and ability to manage a high volume of administrative information
- Prior experience with databases and Customer Relationship Management (CRM) systems
- Comfortable working in an office based environment
- Strong computer literacy skills: including Microsoft Office suite database management, website content management and Google platforms
- Willingness to learn new systems
- Creative problem-solving and ability to take initiative where appropriate

Responsibilities:

- Coordinate CGCF Planning Team members to ensure that exhibitor correspondence, applications, contracts, and guidelines are updated and accurate each year.
- Manage all elements of exhibitor applications, contracts and Fair Office correspondence to ensure we have all required paperwork and information.
- Provide support and oversight, as necessary, to Planning Team members to ensure that planning and implementation of all areas are completed on time and follow MOFGA policies and Fair and Area guidelines.
- Ensure all CGCF information is entered accurately into CRM and database software.
- Coordinate the review process of Food Area applications, providing ongoing support to Food Vendors in collaboration with the Food Liaison
- Write and manage distribution of communications with the Fair Steering Committee, Planning Team and CGCF participants.
- Update CGCF website content in collaboration with the Communications Team.
- Supervise and train the seasonal Fair Assistant and volunteers working with the Fair office team.
- Attend all Fair Steering Committee (FSC) meetings and represent the Fair at MOFGA committee meetings and meetings outside of regular business hours, as needed and directed by the CGCF Director
- Assist CGCF Director with compilation of the Fairbook, Planning Team newsletters, and other internal and external communications as needed.
- Annual CGCF Planning
 - Oversee all elements of the online Fair marketplace to ensure a successful experience for vendors and fairgoers, including: coordinating registration, tech support, operations, customer support, vendor orders and payments, and operations for vendors and exhibitors
 - In coordination with the Fair Assistant and Fair Food Liaison, manage product review and approval in the online marketplace.
 - Participate in on-site Fair set-up and clean-up as needed.
 - Coordinate the operation of the Fair office during the Fair, including, being the primary resource for vendors during set-up and Fair weekend regarding fees, tickets; coordinating office



volunteers; answering phone & email inquiries; selling ice; being a communication hub for Fair participants; and more.

- o Record and report Fair participant stipends and payments to the Director of Operations
- o Assist CGCF Director with preparation of annual stipend report to the Maine Department of Agriculture, Conservation and Forestry (MDACF)
- o Procure goods and services for the CGCF
- o Participate and lead aspects of an annual Post-Fair review, reporting, surveys, and lesson learned sessions around the review of CGCF systems and procedures
- Other duties as needed
- 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

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.

To apply, please submit a cover letter, resume, writing sample, and a list of three professional references to April Boucher, CGCF Director, at aprilb@mofga.org.

Applications will remain open until the position is filled.