



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

Title: Common Ground Country Fair Assistant

Summary: MOFGA is looking for an enthusiastic, detail oriented and hard-working individual to join our Common Ground Country Fair (CGCF) team. The Common Ground Country Fair Assistant is responsible for responding to inquiries, making sure all paperwork is completed, helping with mailings, updating and entering information into the database, and any other administrative projects that help ensure the Fair runs smoothly.

The Fair Assistant reports to the Common Ground Country Fair Coordinator and will work closely and collaboratively with the Fair Director, as well as, other Fair volunteers and coordinators, Committee and Board members, Fair Vendors and a broad range of other stakeholders.

This position is perfect for someone who loves a challenge and who is a quick learner. This position comes on-board at a time when the Fair planning is well under way. You will be trained to work with systems and programs (e.g. our database) that are critical to the Fair's operation. You will be working closely with the staff, providing day-to-day administrative support and undertaking select ongoing projects that will require initiative and planning to keep on track.

COVID-19: To ensure we can have a great 2022 Fair experience for the community, we have actively begun preparing to host an in-person Fair. We are building upon our contingency plans to create and maintain systems that support a healthy and safe Fair and we will follow the state, federal and CDC mandates and guidelines.

Primary Responsibilities: Provide administrative support to the Common Ground Country Fair Coordinator and Fair Team, assist with all tasks and functions related to the Common Ground Country Fair (CGCF) as needed, and ensure the Fair Office and CGCF runs smoothly.

Work Week: Seasonal/Part-time, typically 16-24 hours per week, May through mid-October, with additional hours during the week and Fair weekend (September), as required.

Position: Hourly - the target hourly rate is \$16/hour, dependent upon experience. This position is considered non-exempt under the Federal Fair Labor Standards Act; the employee is eligible for pre-approved overtime for hours worked over 40 hours per week. This position is eligible for earned paid time off.

Due to the nature of this position, the individual will be required to be in the office and/or on site at the Fairgrounds for a large part of the work week.



Required Abilities and Knowledge: First hand familiarity with the Common Ground Country Fair and a passion for the mission and work of MOFGA, is desirable.

- Previous experience organizing events
- Comfort with working with a broad range of stakeholders, including staff, volunteers and members of the public
- Clear and professional phone, written and in-person communication skills.
- Computer literacy including Microsoft Office suite, databases and familiarity with Mac and Google platforms
- Experience with or ability to learn a range of online programs such as : Formstack, Altru, and Sched
- Strong organizational skills and able to handle high volumes of administrative detail
- At ease working with many projects simultaneously while prioritizing workload

Responsibilities:

- Provide administrative support to the Fair Coordinator
- Process mailings and communications with Fair volunteers
- Respond to inquiries via phone and email from the general public and exhibitors
- Assist with advance ticket sale logistics and customer service
- Coordinate promotional logistics
- Manage all components of ribbon distribution and inventory for Fair Awards. Compile all awards.
- Ensure all Fair Office participant paperwork is completed and all documentation is current and filed appropriately
- Update participant records and Fair program information in the databases and assist with several database entry projects
- Be the exhibitor electrical request liaison with Fair utilities and site crew
- Assist with all manner of Fair set-up and clean-up tasks
- Be in the Fair Office during the Fair assisting the Fair Coordinator and ensuring the office runs smoothly
- Other duties, as required
- Carry out all of the 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 and resume to Meg Nadeau, CGCF Coordinator, at mnadeau@mofga.org. Applications will remain open until this position is filled.