



Maine Organic Farmers and Gardeners Association
Educational Programs Coordinator
(September 2023)

Title: MOFGA Educational Programs Coordinator

Primary Responsibilities: Proactive coordination of MOFGA's educational events, workshops and programs focused on gardening, homesteading, orcharding, food preservation, food access and more. Support MOFGA's food access work through the organizing of our Maine Harvest Bucks program.

Supervisor: Community Education Director

Work Week: This is full time a year round position, averaging 40 hours of work per week. Additional hours will be needed on evenings and weekends for events, during peak seasons, and during the month of September in preparation for the Common Ground Country Fair. The person in this position can work remotely but will need to be on site (both at the MOFGA campus in Unity and at other event locations) for events, meetings, set up and break down of events, and other similar projects.

Position: The salary range for this position is \$43,000-\$48,000 annually, dependent upon experience. This position is Salaried and considered exempt under Federal Fair Labor Standards Act regulations.

Benefits: MOFGA offers an excellent benefits package including: low-cost medical, dental, vision, and supplemental insurance, employer paid life insurance. access to a 403B plan, ample paid time-off with 14 paid holidays, plus 2 week long full office closures, 4 weeks of accrued paid vacation after the first year with additional paid sick time and three personal days per year, paid parental leave, and paid Sabbatical after 7 years of service.

Required Abilities and Knowledge:

- Strong organizational skills and ability to prioritize workload to manage many projects simultaneously
- Quick, creative problem solving with flexibility and composure when unexpected challenges arise
- Skill for coordinating complex events logistics (often concurrently) involving diverse contributors, stakeholders and objectives
- Ability to work cooperatively and efficiently with staff, program participants, volunteers and the public through effective verbal and written communication, in-person and remotely
- Ability to bring projects to conclusion under deadline and within budget
- Fluency with computer systems and communication tools including word processing, databases, spreadsheets, online form building, website maintenance and social media.
- Capacity to take initiative and work independently and creatively when appropriate
- Knowledge of and enthusiasm for gardening, cooking, farming or other similar areas is a strong plus
- Alignment with MOFGA's mission and strategic plan
- Commitment to equity and social justice

Responsibilities:

- Work closely with the Community Education department to design, coordinate, and implement dozens of educational programs each year on a variety of topics that promote a healthy and fair food system
- Work closely with MOFGA's communications team to support outreach and advertising for these events
- Ensure thorough quantitative and qualitative data collection on event and program activities, impacts and participation





- Support MOFGA's development team by providing information and insight for grant reports, funding proposals, and sponsorship opportunities that support MOFGA's educational programming
- Ensure procurement of goods and services for educational events in alignment with MOFGA's mission
- Advise and support other MOFGA staff in coordinating educational events as needed
- Track event and program income and expenditures, and generate financial analysis as needed, staying within budgets for programming
- Work closely with volunteer coordinator to ensure adequate volunteer support for meetings and events
- Work closely with and provide administrative support for database manager and operations team to ensure efficient and accurate processing of registration for educational events
- Manage the Maine Harvest Bucks CSA Program by collaborating with program partners and recruiting new partners; working with participating farmers to keep the program on budget; processing invoices; helping participating farmers solve problems they encounter; assisting with fundraising efforts and managing grant reporting; and working with program partners, such as the Maine Federation of Farmers Markets, to expand participation in the Maine Harvest Bucks program at various venues statewide.
- Support the Common Ground Country Fair team with tasks including but not limited to: set-up, clean-up and roles as assigned during the fair weekend
- 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

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 Anna Libby, Community Education Director, at alibby@mofga.org. Application review will begin on October 16, 2023 but will remain open until this position is filled.

