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## 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 team. The Common Ground Country Fair assistant is responsible for responding to inquiries, making sure all paperwork is completed, updating and entering information into the database, helping with mailings, and any other administrative projects that help ensure the Fair runs smoothly.

The Fair assistant reports to the Common Ground Country Fair manager 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. The assistant comes on-board at a time when 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.

**Primary Responsibilities:** Provide administrative support to the Common Ground Country Fair manager and Fair team, assist with all tasks and functions related to the Common Ground Country Fair as needed, and ensure the Fair office and the Fair runs smoothly.

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

**Position:** Hourly — the target hourly rate is \$18/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.

Some remote work is possible and work hours can be flexible. Due to the nature of this position, the individual will be required to be in the office at the fairgrounds in Unity for some of the work week and every work day in September.





**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 FestivalPro.
- Strong organizational skills and ability to handle high volumes of administrative detail.
- At ease working with many projects simultaneously while prioritizing workload.

**Responsibilities:**

- Provide administrative support to the Fair manager.
- Ensure all Fair office participant paperwork is completed and all documentation is current and filed appropriately in the database.
- Process mailings and communications with Fair volunteers.
- Respond to inquiries via phone and email from the general public and exhibitors.
- Coordinate promotional logistics.
- Manage all components of ribbon distribution and inventory for Fair awards. Compile all awards.
- Update participant records and Fair program information in the databases and assist with several database-entry projects.
- Be the exhibitor electrical and Wi-Fi request liaison with Fair utilities and site crew.
- Assist with all manner of Fair set-up and clean-up tasks.
- Fair set-up occurs over the two weeks before the Fair. During set-up, extended hours will be needed and office coverage managed.
- During the Fair, attend 7:30 a.m. planning team morning meetings. Be in the Fair office during the Fair assisting the Fair manager and ensuring the office runs smoothly. Hours during the Fair are 7 a.m. to 7 p.m. (Friday and Saturday)/6 p.m (Sunday).
- 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.





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**To apply, please submit a cover letter and resume to Meg Gammon, Common Ground Country Fair manager, at [mgammon@mofga.org](mailto:mgammon@mofga.org). Applications will remain open until this position is filled.**

