

Maine Organic Farmers and Gardeners Association Job Description

MOFGA Fairgrounds Logistics Coordinator September through Early October

Title: Fairgrounds Logistics Coordinator

Primary Responsibilities: Coordination of grounds logistics relating to the Common Ground Country Fair.

Supervisors: Common Ground Country Fair Director, Facilities Coordinator

Work Week: This is a seasonal position, beginning on the Tuesday after Labor Day, and running through the first weekend in October. The position requires long hours during the week leading up to the Fair, and during the Fair itself.

Additional Work Hours: For Fair Set-Up, lead 7:30 a.m./7:00 a.m. logistics morning meetings and wrap up at 5:30 p.m. Hours during the Fair are 7:00 am - 7:00/6:00 p.m (Sunday). Hours after the Fair are 8:30 a.m. - 5:00 p.m.

Position: Hourly. This position is non-exempt under the Federal Fair Labor Standards Act. The employee in this position is eligible for overtime pay.

Hourly Range: The range for this position is \$18.50 - \$21/hr + approved overtime, dependent upon experience. MOFGA does not offer benefits for this position.

Location: This position is based at the Unity main campus.

Required Abilities and Knowledge:

- work well with staff, volunteers and the public. Individual must have sufficient management and organizational skills to provide training and oversight to a large number of volunteers and organizational shareholders of various ages and abilities
- supervise and inspire volunteers
- handle many projects simultaneously
- basic carpentry skills
- heavy lifting
- operate equipment and machinery
- livestock experience helpful
- excellent understanding of ecological farming and gardening techniques, and environmental concerns in Maine

Responsibilities:

- work closely with the Common Ground Country Fair Director and, MOFGA's Facilities Director to develop and carry out a work plan for fairgrounds logistics;
- supervise and coordinate set-up and clean-up help;
- lead and work enthusiastically with volunteers to complete projects relating to fairgrounds logistics;
- procure goods and services as needed, within the parameters of the Fair budget;
- during the month of September, supervise use of MOFGA's maintenance building, equipment and tools, and maintaining a system to ensure that equipment and tools are accounted for, in safe and working order, and used properly by fair volunteers;
- other duties as needed; and
- 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.



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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.

The Maine Organic Farmers and Gardeners Association is transforming the food system by supporting farmers, empowering people to feed their communities, and advocating for an organic future. We envision a future where local organic farming nourishes all people, and sustains thriving ecosystems, healthy communities, and fair economies.

MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate based on 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.

To Apply: please submit a cover letter and resume to April Boucher, Fair Director, at aprilb@mofga.org. Applications will remain open until the position is filled and we will begin application review and interview scheduling on July 7, 2025.

