

## **Full-Time Hourly Position**

**Job Title:** Programs Coordinator

**Description:** This position is a specialized position of program and event coordination. This person in this position will work in close collaboration with the OGS Leadership Team and the entire OGS staff. This position is responsible for the planning, design, development, implementation, and delivery of the below OGS programs and services, included but not limited to:

### **Year-round Programs Coordination (65%)**

#### ***Farmer Programs:***

- Apprentice Link, OGS Farm Network, & Farmer Resources: Plan and support users.
- CRAFT Farmer Network
  - Plan, manage, promote, teach, coordinate and support farmer members.
  - Manage CRAFT handbook updates, article writers, and distribution to CRAFT members each year.
- Plan, manage, promote, teach, or coordinate and support teachers for new programs each year.
- Share field day hosting, workshop facilitation, and committee facilitation functions with other staff as needed.

#### ***Home Grower Programs:***

- Oversee the implementation of Homestead Dreams 2x/year
- Design and implementation of annual Gardening Series
- Explore opportunities for growth, regarding funding and partnerships, for Home Grower programs in coordination with the Leadership Team.

#### ***Cuba Trip Coordination:***

- Engage pertinent partners in conducting an annual Agroecology Tour of Cuba.
- Manage registrations, coordinate billing, and communicate with registered participants.
- Coordinate scholarship distribution.

#### ***General (all programs):***

- Inform the Marketing & Communications Team about event promotion needs and timelines.

### **Conference Program Coordination (30%)**

#### ***Spring Conference***

- **Program Planning & Management**
  - Create the Curriculum & Schedule
    - Orient, facilitate, and provide oversight of the Track Leader planning process.
    - Manage the development of the event schedule, including special events that relate to education programming such as keynote, community conversations, teacher demos, Educator of the Year Award & Ceremony, or other events
    - Coordinate contract negotiations and curriculum planning for special events.

- Interface with all speakers and manage creation of conference curriculum & class schedule, and all other needs.
  - Provide editing oversight for all print and marketing materials.
- **On-Site Program Management**
  - Responsible for on-site curriculum success, including interface with logistics planning, ensuring seating and tables, stages, classrooms supplies, etc.
  - Pre-conference and On-site management of teacher interface and networkings.
  - Oversee all financial management.
- **Participant Evaluations Management**
  - Work in tandem with the Systems & Communications director who oversees all aspects of the Spring Conference evaluations systems
- **Team Management Participation**
  - Participate in year-round planning, systems changes and strategies, timeline flows, and management of team and shared roles.
  - Engage with all other Coordination staff for smooth and effective team management.

### ***Harvest Conference***

- Coordinate, along with the Executive Director, three to four 2-day workshops in September of each year.
- Act as the primary point of contact for speakers.
- Act as the liaison to the Venue.
- Work with the Systems & Communications Director to make sure that all information is available on the website, social media, calendar listings, etc.
- Recruit, solicit, and manage volunteers for the event as needed.
- Responsible for all on-site management.
- Assign roles such as exhibitor, registration, volunteer, and other coordination to other staff members as needed.
- Work in tandem with the Systems & Communications director who oversees all aspects of the Harvest Conference evaluation systems

### **Staff, Committee, Board Engagement (5%)**

- Engage with staff/board for relevant team and committee meetings, retreats and other informal or formal meetings
- Engage with the OGS board as time and interest permits.

### **Requirements**

- Highly organized and able to see both the big picture and work with details.
- Excellent time-management, multi-tasking, and prioritization skills.
- Uses time efficiently and learns quickly.
- Able to work independently. Self-direction is of the highest importance.

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- Experience with some or all of the following: Asana, Google Suite, Wordpress, Task Management System, MS Office, Acrobat
- Innovative. Creative. Flexible.
- Strong communication and people skills. Able to engage and relate with people from all backgrounds.
- Significant experience coordinating multi-faceted events.
- Excellent written and verbal communication skills.
- Ability to easily cooperate with a team.
- Familiarity with sustainable food, farming, and non-profit organizations a plus.

**Hours:** 40 hour a week hourly position.

**Compensation:**

Coordinator shall receive \$17.00 per hour and is classified as Full-Time. Full-Time benefits include Holiday Pay, Vacation Pay and a health benefit stipend. Details of those policies will be provided upon request. Coordinator must average at least 37.5 hours per week to qualify for Full-Time benefits. Overtime can only be worked with prior approval from a direct supervisor and thus should be avoided.

**Location:** A combination of working from your home office (provide your own computer, printer, and basic office needs) and working in our office at the Smith Mill Works in West Asheville, NC when safe, appropriate, and desired. Events will take place around WNC. Reasonable adjacency to WNC required.

**Software/Hardware:** OGS will provide all online software needed such as Wordpress, Asana, GoogleDrive, etc. OGS does not provide computers and requires each employee to have their own reliable computer and cell phone.

**How to Apply:** Please send a cover letter, resume, & 3 references to [nicole@organicgrowersschool.org](mailto:nicole@organicgrowersschool.org) and be sure to put "Programs Coordinator" in the subject line. Application Deadline is 12/31/20.

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