

FairShare CSA Coalition Program Coordinator

Title: Program Coordinator

Supervisor: Executive Director

Supervises: Interns and volunteers

Classification: Full-time, salaried position

Compensation: \$35,360 annual salary, plus \$400 monthly health stipend and \$200 CSA share reimbursement each year

Position Overview

The Program Coordinator provides event, program, volunteer management, and administrative support for FairShare's overall organizational mission and goals.

Organization

FairShare CSA Coalition supports and connect farmers and consumers through Community Supported Agriculture (CSA). We envision a future where CSA is the backbone of a strong local food system and where all families have access to locally-produced, organic food from small family farms.

Responsibilities

- *Outreach & Special Events (45%)*
 - Lead coordinator of Bike the Barns and Food + Farms Film Festival(s)
 - Lead the Bike the Barns planning committee
 - Provide overall logistical coordination, including site visits, route planning and other site/event needs
 - Support food partners and planning
 - Ensure completion of post-event evaluation and reporting
 - Serve as point of contact for outreach requests and special events
 - Evaluate new community engagement one-off events/projects
 - Coordinate and manage a Special Events committee, as needed
 - Lead implementation of new special events (farm to table dinners or others)
 - Coordinate FairShare's outreach tabling calendar and presence at local events
- *Volunteer & Intern Program (15%)*
 - Manage FairShare's volunteer program, including coordinating volunteers for the CSA Open House, Bike the Barns, and other special events
 - Lead outreach, hiring, orientation and training of intern/volunteer positions, with staff support
 - Supervise interns and office volunteers, with staff support
 - Organize volunteer mixers and appreciation activities as needed
- *Partner Shares Program (20%)*
 - Manage the Partner Shares program
 - Support the development and evaluation of annual program goals and budgeting
 - Coordinate Food Access Committee
 - Work with and support volunteer interns to ensure overall program administration including participant registration, payment processing, and follow-ups
 - Lead invoicing for Partner Shares
 - Explore funding opportunities/grants to support program
- *General Program Administration & Communications (20%)*
 - Collaborate with staff and interns on communications campaigns, social media, and e-newsletter
 - Work with the Executive Director to execute administrative tasks and processes
 - Support annual meeting planning, budget process and annual report creation as needed/appropriate
 - Assist with overall office support such as ordering supplies, working with vendors
 - Update and maintain website for appropriate programs and events
 - Provide input and support on appropriate grants and other fundraising activities

FairShare CSA Coalition Program Coordinator

Qualifications & Competencies

The ideal candidate will possess:

- Nonprofit, administrative experience.
- Event planning competency.
- Supervisory experience.
- Proficiency with Microsoft Office and Google Drive.
- Attention to detail and ability to work independently, and as part of a small team.
- Strong communication and customer service skills.
- Ability to adapt to the changing needs of a dynamic organization.
- A commitment to FairShare's mission.
- Experience with Wordpress, Quickbooks and database management is a plus.

Application Procedure

Please submit a resume, cover letter, and list of 3 references to carrie@csacoalition.org by January 18, 2019. Include your interest and relevant work and/or course experience and skills. Please direct any questions regarding this position to carrie@csacoalition.org.