



Northeast Organic Farming Association of Vermont

Nourishing People, Land, and Justice Through Organic Agriculture



Office and IT Manager

Position type: Full-time exempt, 40 hours/week, salaried, benefits-eligible

Supervised by: Finance Director

Job Summary

Do you bring technology savvy? Are you welcoming, warm, and collaborative? Do you find fulfillment by helping others succeed? The Northeast Organic Farming Association of Vermont (NOFA-VT) seeks an Office and IT Manager who is detail oriented, has excellent organizational and interpersonal skills, enjoys supporting others, and brings an aptitude for information technology (IT). Based out of our Richmond office, this staff member provides administrative support and manages IT services, software, and equipment to help the organization thrive.

General Responsibilities Include:

- Office Administration: Perform a wide range of duties to facilitate the smooth functioning and maintenance of the office, including taking minutes for board and staff meetings, answering phones and emails, welcoming visitors, responding to requests for information, coordinating and administering mailings, coordinating logistics and preparing space, food, and other supplies for meetings, assisting with financial tasks such as accounts payable and receivable, maintaining inventory, ordering supplies, managing facility maintenance and repairs, and maintaining a organized office space. Work collaboratively with other administrative staff to ensure adequate back-up coverage for core administrative duties across the organization.
- IT Management and Support: Oversee the functioning of all office technology systems for our hybrid work environment. Manage purchasing and maintenance of IT equipment and supplies. Manage Google drive, servers, software, printer/copiers, phone/VOIP, and conference system needs. Lead the IT committee providing IT and systems expertise. Make recommendations for improved use of technology and provide implementation support. Manage IT set-up for new employees and provide orientation. Offer training and develop job aids to help colleagues efficiently and effectively use technology. Liaise with IT consultants for support and special projects.
- Event, Outreach, and Program Support: Review and approve online calendar and classifieds listings, update website pages. Assist with the preparation and distribution of promotional materials and publications. Provide support to the events and engagement team in preparation for events, restocking outreach materials, gathering materials, etc. Support colleagues with project and event coordination, data entry, and communications. Recruit and coordinate volunteers to support office projects and events.

Additional Responsibilities and Organizational Expectations (applies to all NOFA staff):

- Attend bi-weekly staff meetings and quarterly board meetings.
- Provide staffing support for the Winter Conference.

- Facilitate a minimum of 2 NOFA-VT events annually and support NOFA-VT outreach at 1-2 tabling events.
- Every staff person at NOFA aims to design a work plan that allows space for collaboration and support for emergent needs.

Desired Qualifications and Skills

- Service-oriented and proactive approach to managing administrative systems.
- Excellent interpersonal skills to foster a positive and collaborative working environment.
- IT experience including database management, Zoom, computer hardware and software. Is experienced with both Google Suite and Microsoft Office Suite.
- An aptitude for technology and the ability to support others to optimally use technology.
- Interest in continuous improvement.
- Highly organized with excellent attention to detail, accuracy, and quality.
- Strong organizational and time management skills.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality.
- Sound judgment and professional discretion.
- Interest in organic agriculture and the local food system.

Work Schedule and Location

This position is based out of Richmond, VT. Work shall be conducted primarily in-person Monday through Friday during regular business hours. Occasional weekend and evening hours for events. Periodic travel is required for meetings and events.

Compensation

This is a program staff level position, falling into NOFA-VT's pay band of \$21.71 - \$28.06 per hour or \$45,156 - \$58,364 per year. NOFA-VT benefits include combined time off, health insurance, dental insurance, vision insurance, life insurance, retirement, and an employee assistance program.

Equal Opportunity Employer

NOFA-VT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Application Instructions

To apply, please submit a cover letter, resume, and contact information for two references to Kristin Freeman at kristin@nofavt.org. Applications are accepted on a rolling basis.

For additional information please contact Finance Director Kristin Freeman at 802-434-7151 or by email at kristin@nofavt.org.

PO Box 697 | 14 Pleasant Street | Richmond, VT 05477

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