Winter Conference Coordinator

This temporary position will start as soon as possible in September and go through conference wrap-up in early March. The projected total hours will be approximately 550-600 for an average of 20 per week, with several weeks being full time.

The Northeast Organic Farming Association of Vermont (NOFA-VT) seeks a highly detail-oriented and experienced event planner to support and lead various aspects of our Annual Winter Conference. The coordinator will work as part of a planning team with NOFA-VT staff to execute a successful hybrid (in-person and online) event.

NOFA-VT’s Annual Winter Conference is a bright spot each winter of gathering, inspiration, and education. The 1000+ attendees include farmers, gardeners, homesteaders, food system activists, educators, technical advisors, students, policy-makers, and more. It features a keynote speaker, dozens of workshops, an exhibitors fair, special meet-ups and discussions, community art, musical acts, local food, seed swap, film screening, and children’s activities. The conference is February 17-18, 2024 at the University of Vermont (UVM) in Burlington.

General Responsibilities

- Be a core part of the conference planning team, focusing on workshop planning and logistics
- Attend regular planning meetings with the events & engagement manager, registration coordinator, development team, marketing/communications, and UVM event staff
- With direction from our Education Committee and NOFA-VT staff, lead workshop development:
  - Coordinate the details for approximately 40 engaging workshops on a range of topics relating to organic farming, gardening, food access, policy, and food systems
  - Support the request for proposal process
  - Develop the final lineup of workshops and descriptions
  - Be the main contact for approximately 80 presenters and communicate important details to presenters, UVM, and NOFA-VT staff
  - Organize the workshop schedule and room assignments
  - Handle hybrid, Zoom, and streaming details for select workshops
  - Ensure presenters’ needs are met, including possible accommodation, travel, classroom layout/size, and handout copies
  - Coordinate presenter compensation, reimbursements, thank you notes
- Develop the staff schedule, including workshop facilitators, panel moderators, and conduct training sessions pre-event for staff
- Book and coordinate logistics for various conference activities, such as film screening, seed swap, music performances, book signings, community art, and more
- Assist with conference brochure and program content and editing
- Assist with onsite logistics, such as signs, set up, break down, questions/troubleshooting for presenters/staff, liaise with UVM staff
- Assist in wrapping up the conference via surveys, reports, and debrief meetings
- Support other conference details as assigned

Qualifications
- Highly detail-oriented and organized
- Prior event planning and organizing, either small to large events (500+ people)
- Tech savvy, computer skills, Zoom, Google Suite, ability to learn new event planning software
- Excellent written, oral, and interpersonal communication skills
- Ability to work as a team member as well as independently with minimal supervision
- Handle multiple tasks at once and know what to prioritize
- Ability to adapt to changing situations and think on the spot
- Some knowledge of agriculture and organic farming in Vermont preferred

Compensation
$23.60 - $30.50 hourly depending on experience

Work Schedule and Location
The coordinator should expect to work an average of 20 per week, with several weeks being full time prior to and closer to the event. The work hours are largely flexible outside of the conference and other scheduled meetings. The coordinator may work from home with the ability and willingness to travel to the NOFA office in Richmond, the conference site at the University of Vermont in Burlington, or other nearby locations, occasionally for in-person collaboration, as well as being onsite for the entirety of the conference weekend. As this is an annual event, there is the potential for this to be a recurring relationship for a successful candidate in this role. This position reports to the Events & Engagement Manager.

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.

Applicants for this and all positions at NOFA-VT are encouraged to review our Statement of Intention on Social Justice prior to applying in order to understand how we view social and racial justice as central to a healed and thriving food and agricultural system.

To Apply
Please submit a cover letter, resume, and contact information for two references to jobs@nofavt.org with “Conference Coordinator” in the subject line.