



Northeast Organic Farming Association of Vermont

Nourishing people, land, and justice through organic agriculture.



Title: Farm to School Local Procurement Specialist

Reports to: Farm to Institution Program Director

Supervises: N/A

Position type: Full time (36-40 hours/week; 0.9 - 1 FTE), exempt, benefits-eligible

Job Summary: The Farm to School Local Procurement Specialist is a member of NOFA-VT's Farm to Institution Program, which develops the institutional market for local and organic food while expanding local food access for institutional consumers. The FTS Local Procurement Specialist works closely with school nutrition professionals, distributors, state agency & nonprofit partners, as well as local food producers to promote values-based local and organic food purchasing in schools and early childhood programs. The FTS Local Procurement Specialist also works closely with partners at Shelburne Farms as a member of the [VT FEED](#) (VT Food Education Every Day) team, and provides support to the [Vermont Farm to School & Early Childhood \(FTS&EC\) Network](#).

About NOFA-VT

The Northeast Organic Farming Association of Vermont (NOFA-VT) was founded in 1971 by a group of farmers who believed that farming could be done in a way that nourished people and the planet. Today, NOFA-VT works with folks at all points in the food system to move towards an economically viable, ecologically sound, and socially just Vermont agricultural system that benefits all living things. We provide services and grants for farmers, cultivate connections within the food system, and work to increase the accessibility of Vermont's organic food, using food and farming as a lever to build collective power to center organic agriculture as an integral component of a broader movement for a thriving, just, climate-resilient future for all.

About Vermont FEED

Started in 2000, [Vermont FEED](#) (Food Education Every Day) is a collaborative statewide farm to school project of NOFA-VT and Shelburne Farms Institute for Sustainable Schools. Vermont FEED provides network and advocacy leadership, educational resources, and professional development to an evolving farm to school movement — involving hundreds of school communities and producers across the country — in order to increase equitable access to local, nourishing food and strengthen food, farm and nutrition education. VT FEED's vision is to engage every student and community in a local food and farm culture that nurtures child health, cultivates viable farms, and builds vibrant communities.

Job Responsibilities:

- Provide local procurement technical assistance (TA) to School Food Authorities (SFAs) and early childhood programs across Vermont, including custom on-site or virtual TA, webinars, workshops, and all-day learning opportunities, with support from the Farm to Institution Program Director
- Coordinate activities that facilitate local procurement in VT SFAs and early childhood programs, including organizing and hosting workshops, building relationships and facilitating connections across the FTS&EC supply chain, identifying opportunities for market development and enhanced local food access, and more.
- Building relationships with school and early childhood nutrition professionals,

- Serve as a core member of the VT FEED Team. Work closely with partners at Shelburne Farms to design, plan, and execute the annual Northeast Farm to School Institute and other statewide Farm to School capacity building programs
- Build power by engaging producers as core leaders in FTS&EC activities, including, but not limited to: developing relationships through providing resources; professional development, and technical assistance for local and organic farmers to sell to schools; and for school nutrition professionals to build their capacity to procure local and organic food
- Facilitate the VT FTS&EC Network's Local Purchasing Action Team
- Coach 2 or more schools and/or early childhood programs per year in developing their FTS/EC programs
- Contribute to FTS&EC-related grant writing, program evaluation, and reporting as needed

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

- Attend staff meetings, occasional board meetings, and annual staff retreat
- Provide staffing support for NOFA-VT events (e.g. Winter Conference, summer on-farm events, member meetings, etc.) as needed
- Support NOFA-VT outreach at tabling events when needed
- Organize workflow in a way that allows space for collaboration and support for emergent needs
- Actively contribute to a positive organizational culture
- Support the growth and engagement of our membership and collaborate with a wide range of people and organizations to build power together toward NOFA-VT's [vision](#).

Necessary Qualifications, Skills and/or Experience:

- Strong program coordination and organizational skills, and an ability to multitask.
- Demonstrated ability to collaborate effectively on teams, with internal and external partners, and with diverse groups of stakeholders.
- Experience facilitating engaging and interactive workshops, presentations, and/or trainings. Familiarity with best practices in adult education and professional learning models.
- Relevant professional experience or demonstrated subject-matter knowledge of institutional procurement, including, but not limited to:
 - Strong familiarity with the federal child nutrition programs that set the foundations for school and early childhood food purchasing, including the National School Lunch Program (NSLP) and Child and Adult Care Food Program (CACFP)
 - Familiarity with school supply chains & procurement procedures
 - Experience working with school nutrition professionals
 - Supporting farmers and distributors in accessing school markets

Desired Qualifications, Skills and/or Experience:

- Strong communication and facilitation skills (written, interpersonal, public speaking)
- Knowledge of the VT food system, with a focus on market development & local food access.
- Understanding of and shared passion for the strategic visions of both NOFA-VT and VT FEED.
- Proficiency in Google Suite and Microsoft Office programs.

Work Schedule

NOFA-VT offers its employees the benefit of a flexible work schedule, to the extent possible. To ensure that staff are regularly accessible to members, producers, partners and others, the general expectation is that employees conduct the majority of their work during typical business hours (8:30 a.m to 4:30 p.m Monday through Friday). However, NOFA-VT offers staff members the flexibility to determine alternate work schedules that best accommodate the needs of the individual and the program. If a staff member plans to regularly work hours outside of typical business hours, this must be approved by their direct supervisor with input from the Executive Director, when necessary. Some occasional weekend and evening hours may be required. Frequent in-state travel is to be expected for meetings and events (day trips), as well as occasional regional travel for conferences or other professional gatherings (day trips or overnight)

Work Location

Our office is located in Richmond, VT, though most staff work in a hybrid format, balancing in-person work and collaboration at the office with working from home or remotely. Remote work from within VT will be considered, though applicants must have the ability and willingness to work from the Richmond office at least once a week. Regular in-state travel is required for meetings, conferences, & events.

Compensation

This position has a starting pay of \$28.50/hr (\$59,280 annually, assuming 40 hours per week). NOFA-VT offers an excellent benefits package including matching (up to 3%) retirement contributions, generous paid time off, office closure for one-week in the summer and one-week in the winter, life insurance, a flexible work schedule, a paid 5-week sabbatical in the 7th year of employment (and every five years thereafter), and an employee assistance program. For employees working 30 hours or more per week, benefits also include: employee health insurance coverage, optional partner or family health insurance coverage with 50% contribution from the employer, life insurance, and the option for employees to purchase vision and dental insurance pre-tax, and optional dependent care, health savings, and medical reimbursement accounts.

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 your resume and short answers of no more than 150 words to each of the following prompts:

1. Please describe why you feel like you are a good fit for this role at NOFA-VT.
Please share what draws you to this position, how your values align with NOFA-VT and Vermont FEED, and how your experience and interest connects to this position.
2. Please tell us about your experience with institutional or school food procurement.
This could include working directly with school nutrition programs, navigating supply chains, understanding child nutrition programs (such as The National School Lunch Program) or supporting local producers in selling to schools or early childhood programs.
3. Describe your approach to facilitation and relationship building or other experiences you think will help you be successful in this role. *This could include experience facilitating engaging workshops, trainings, or meetings with diverse audiences, or a demonstrated ability to build trust and collaborate with stakeholders such as school staff, farmers, nonprofit partners, and agencies.*

Applications should be sent to jobs@nofavt.org with “**Farm to School Local Procurement Specialist**” in the subject line. Application must be submitted by **August 10, 2025** for priority consideration, though the position will remain open until filled.

Special Hiring Timeline Note:

We are conducting our hiring process for this role from August through early September. We are planning to begin interviews the week of 8/18, and we hope to offer the position by mid-September, though the start date would not be until November 10th or later, as the supervisor for this position will be out on their scheduled sabbatical from late September through October.