



Northeast Organic Farming Association of Vermont

Nourishing People, Land, and Justice Through Organic Agriculture



Office Manager

32 to 40 hours/week, non-exempt

Reports to: Finance Director

Who We Seek

Are you welcoming, warm, and collaborative? Do you find fulfillment in making systems work smoothly and helping others succeed? The Northeast Organic Farming Association of Vermont (NOFA-VT) seeks an Office Manager who is detail-oriented, has excellent organizational and interpersonal skills, enjoys supporting others, and brings an aptitude for office systems, including information technology (IT). Based out of our Richmond office, this in-person position provides administrative support to help the organization thrive.

About NOFA-VT

The Northeast Organic Farming Association of Vermont (NOFA-VT) was founded in 1971 by a group of farmers looking to rebuild alternatives to industrial, unsustainable agriculture. 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.

Job Responsibilities:

Office + Administrative Support Serve as a first point of contact for visitors, phone calls, and emails, directing people to the right programs and resources. Handle day-to-day office operations, including mail processing, supply ordering, facility upkeep, and maintaining a clean and organized workspace. Support financial tasks such as accounts payable/receivable and deposits. Collaborate with administrative staff to ensure coverage of core duties across the organization. Provide occasional executive assistant support such as calendar management and scheduling.

Meetings + Logistics Coordinate meeting logistics, including room setup, food, and supplies. Reserve spaces and take minutes for board and staff meetings.

Communications, Events + Outreach Support the organization's events, outreach, and program needs. This includes updating website content, reviewing calendar and classifieds listings, distributing promotional materials, and assembling materials and restocking outreach supplies for staff attending events. Assist with data entry, mailings, printing, and project logistics. Help coordinate volunteer efforts for office projects and NOFA-VT events.

Hiring + Onboarding Support job recruitment by maintaining applicant tracking systems and assisting with the onboarding process for new hires.

Technology + IT Support Oversee office technology for a hybrid work environment. Responsibilities include procuring and maintaining IT equipment, managing Google Drive, servers, software, printers, phones/VOIP, Slack, and conferencing systems. Set up technology for new employees and provide

orientation. Serve as the primary liaison with IT consultants and participate in the IT committee to improve technology use across the organization.

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

- Attend staff meetings, 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](#).

Desired Qualifications and Skills

- Highly organized, self-motivated, and detail-oriented with a proactive approach to managing administrative systems.
- Excellent interpersonal skills to foster a positive and collaborative working environment.
- Strong background in customer service; maintain a solid understanding of NOFA-VT and VOF programs, services, and policies.
- Solid experience in office IT systems, including internet, VOIP, Zoom, Slack, and computer hardware and software. Is experienced with both Google Suite and Microsoft Office Suite.
- Interest in continuous improvement.
- Ability to manage many tasks concurrently and prioritize to meet the needs of the Organization.
- 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 our office in Richmond, VT. Work shall be conducted primarily in-person, Monday through Friday, during regular business hours, with limited flexibility for remote work. Occasional weekend and evening hours for events will be required, along with periodic travel around the state for meetings and events.

Compensation

This is an administrative staff level position at \$28 per hour. NOFA-VT offers an excellent benefits package including employee healthcare coverage, the option for employees to purchase vision and dental insurance pre-tax, optional dependent care, health savings, and medical reimbursement accounts, matching (up to 3%) retirement contributions, generous paid time off, office closure for rest two weeks/year, life insurance, a flexible work schedule, a paid sabbatical after 7 years of employment (and every five years after), 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.

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.

Application Instructions

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

1. Please describe why you feel like you are a good fit for this role at NOFA-VT?
2. Describe your experience with office management and how it will help you thrive in this role.
3. Share more about why you are interested in working in a support role and what specific skills or strategies you bring that will make you successful.
4. Describe how you handle and prioritize a varied workload requiring collaboration with multiple people.

Applications should be sent to jobs@nofavt.org with “Office Manager” in the subject line.

Applications must be received by April 20, 2026, for priority consideration, though the position will remain open until filled.

For additional information, please contact Finance Director Donna Samson at 802-419-0037 or by email at donna@nofavt.org.