



Northeast Organic Farming Association of Vermont

Nourishing people, land, and justice
through organic agriculture.



Winter Conference Assistant

Temporary, seasonal, non-exempt

Reports to: NOFA-VT's Winter Conference Manager

The Northeast Organic Farming Association of Vermont (NOFA-VT) is seeking a highly detail-oriented, collaborative person to support and lead various aspects of the event planning and logistics for our Annual Winter Conference focusing on conference workshops. The Winter Conference Assistant will work as part of a planning team with NOFA-VT staff to execute a successful event. This is a temporary, seasonal position September through March 2027 for an estimated 600-700 total hours over that time period with less hours in certain planning weeks and increasing hours leading up to and during the conference on February 13-14, 2027 at St. Michael's College in Colchester, VT.

Job responsibilities

- Oversee the development and coordination of Saturday workshops and Sunday intensive workshops, including outreach and communications with potential presenters, reviewing and organizing proposals, creating a selection process for NOFA-VT staff, collaborating with presenters to ensure well-planned workshops, refining workshop descriptions for clarity and engagement, organizing the workshop schedule, and communicating logistics with presenters and the St. Michael's College events team.
- Coordinating workshop, intensive, and meeting technology needs with event conference venue
- Attend planning meetings with NOFA-VT staff, conference planning team
- Attend regular meetings with the St. Michael's Colleges events team, catering & tech staff
- Support as needed on the planning and logistics for various conference activities and programming, such as Saturday lunchtime meet ups and roundtables, film screening, seed swap, music performances, book signings, community art, and more
- Assist with onsite logistics, set up, and break down
- Assist in wrapping up the conference via surveys, reports, and debrief meetings
- Support other conference details as assigned

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

NOFA-VT | nofavt.org | Phone: 802-419-0097

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Qualifications

- Prior event planning and organizing experience, small to large events (500+ people)
- Strong attention to detail: Notices and fixes errors that others might overlook. Acknowledges mistakes and turns them into learning opportunities. Has a track record of leaving things better than they found them. Not turned off by repetitive tasks.
- Strong writing, speaking, and listening skills; comfortable talking with a wide variety of stakeholders.
- Self-starter who has, or can create, systems for keeping tasks from slipping through the cracks and working collaboratively across teams. Able to juggle competing demands and prioritize without sacrificing quality.
- Plans backwards to make deadlines. Asks for help when needed.
- Ability to adapt to changing situations and think on the spot
- Professional competence with Microsoft Office Suite, Google Office Suite (docs, sheets, calendar), Zoom, and email.
- Knowledge of agriculture and organic farming in Vermont preferred

Event & Work Schedule Details

NOFA-VT offers its employees the benefit of a flexible work schedule, to the extent possible. To ensure that staff are regularly accessible to colleagues and partners, 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 Program Director or Executive Director, when necessary. Some occasional weekend and evening hours will be required.

The Assistant must be available full-time the weeks leading up to the event and must be available to work during the event (including event set up 2/12/27 through onsite wrap up 2/15/27).

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. Applicants for this position must have the ability and willingness to work from the Richmond office at least 1 day per week. Occasional in-state travel, especially to the conference venue in Colchester, VT, is required for meetings.

Compensation

This position has a starting pay of \$26 per hour. This a seasonal part-time position that is not eligible for benefits.

Equal Opportunity Employer

NOFA-VT provides equal employment opportunities to all employees and applicants for employment

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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 questions:

1. Please describe why you feel like you are a good fit for this role at NOFA-VT?
2. Describe your experience event planning or workshop coordination.
3. Describe your experience managing a project with many collaborators, and how it will help you be successful in this role. If you don't have this experience, please share other experiences you think will help you be successful fulfilling these aspects of this role.

Applications should be sent to jobs@nofavt.org with "Winter Conference Assistant" in the subject line. Applications must be submitted by August 2, 2026 for priority consideration, though the position will remain open until filled. The anticipated start date is September 1, 2026.

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