



2026-2027 VHCB AmeriCorps
Education and Outreach Assistant Member Position Description
Northeast Organic Farming Association of Vermont (NOFA-VT)

Position Information

The Education and Outreach Assistant is a **Full Time** AmeriCorps position requiring a minimum of 1720 hours. The position begins **January 12, 2027 and ends December 10, 2027.**

Program Overview

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach of creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land conservation organizations around the state. Serving on the front lines of community-based organizations, VHCB AmeriCorps members energize, engage, and empower residents to address unmet needs at the local level, collectively creating positive change and building a healthy future for Vermont.

Host Site

This position is based at Northeast Organic Farming Association of Vermont: 14 Pleasant Street, Richmond, VT. The member will be supervised and supported by Katie Robinson, Database & Member Events Manager, katie@nofavt.org

The Northeast Organic Farming Association of Vermont promotes organic practices to build an economically viable, ecologically sound, and socially just Vermont agricultural system that benefits all living things. The goal of the Education and Outreach Assistant is to support NOFA-VT to provide education about environmentally conscious practices such as gardening and farming and grow awareness about local and organic farming. This happens through educational programming like our Winter Conference and on-farm events, through the expansion of our volunteer program, and outreach via tabling at events around the state.

Description of Duties

Essential Functions

- Support community and educational event planning and execution, including NOFA-VT's annual winter conference, seasonal workshops, and on-farm pizza socials
- Research topics and presenters for public educational offerings, conduct outreach to potential presenters and event hosts
- Help expand and coordinate NOFA-VT's volunteer program, increasing opportunities for volunteers to support event and other program needs and engage more deeply with opportunities in the food system
- Be a supporting part of the conference and seasonal workshop planning team, assisting with the volunteer coordination, outreach and promotion, educational content development, film and community art development, and survey development and implementation
- Help craft written event descriptions for the website and print materials
- Coordinate planning and logistics for educational events and workshops
- Provide on-site support for educational and community events, including travel, set up, content delivery, and clean up
- Represent NOFA-VT at community and partner outreach events (1-4 per month), including tabling to grow awareness about the mission and local, organic farming in general (examples: harvest festivals, the Vermont Farm Show, Flower Show, health fairs, or tabling at food co-operatives around the state)
- Attend NOFA-VT staff and team meetings
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps.
- Participate in all VHCB AmeriCorps Program Initiatives & outreach efforts, and storytelling activities that promote AmeriCorps.
- Engage in professional and personal development activities and networking opportunities.
- Submit bi-weekly timesheets.
- Complete all enrollment and exit requirements.

Secondary Functions

- Collaborate and strategize with NOFA-VT staff to better meet engagement and outreach goals, serve members, and expand reach and awareness.
- Help to identify and build new strategic partnerships with other organizations
- Participate in disaster response and recovery activities. AmeriCorps members may be asked on a volunteer basis or requested by SerVermont to assist in disaster response and recovery activities. This may involve virtual or in-person service opportunities. This may include service opportunities outside of standard

service hours or in place of standard service duties. Disaster response activities must be approved and reported to SerVermont by the program.

Orientation and Training

- Participate in all VHCB AmeriCorps Trainings, Service Days and Events.
- Attend SerVermont training, conferences, and events.
- Complete Mandated Reporter and On3Learn training required by SerVermont.
- No more than 20% of aggregate hours can be training hours.
- No more than 10% of the originally agreed-upon term of service can be fundraising activities.

Evaluation and Reporting

- Complete a mid-term evaluation.
- Complete an end of term evaluation.
- Complete quarterly progress reports for VHCB AmeriCorps.

Time & Service Requirements

The NOFA-VT office is located in Richmond, VT. Staff are currently using hybrid schedules and are expected to be in the NOFA-VT office at least one-two days per week. The Education and Outreach Assistant must reside in or relocate to Vermont for this position and adhere to the VHCB AmeriCorps remote service policy. The Education and Outreach Assistant must have ability to serve flexible hours, including some evenings and weekends.

Benefits

- A living allowance of \$31,000 (pre-tax).
- An education award of \$7,395 (pre-tax) upon successful completion of term of service
- Healthcare coverage
- Childcare assistance (must meet qualifications)
- Loan forbearance for federally backed student loans, if qualified

Qualifications

AmeriCorps Qualifications (45 CFR §2522.200(a))

A. *Eligibility.* An AmeriCorps participant must—

- a.
 - i. Be at least 17 years of age at the commencement of service; or
 - ii. Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in § 2522.110(b)(3) or (g);
- b.
 - i. Have a high school diploma or its equivalent; or
 - ii. Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or
 - iii. Obtain a waiver from AmeriCorps of the requirements in paragraphs (a)(2)(i) and (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
 - iv. Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091);
- c. Be a citizen, national, or lawful permanent resident alien of the United States;
- d. Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

Additional Qualifications

- Attention to detail, highly organized.
- Strong public speaking, communication, and writing/editing skills
- Enjoy interacting with the public, enthusiastic and positive, personable, friendly
- Ability to balance multiple projects and prioritize competing priorities
- Comfortable with spreadsheets, file sharing, and digital organization
- Experience or education in related fields, like organic agriculture, sustainable food systems, event planning, community development, education/teaching, etc.
- Intrinsically driven with ability to serve independently as well as part of a team
- Desire to learn and be part of a dynamic team at a mission-driven non-profit organization

- Must have access to a car and the ability to travel independently to statewide events (non-commuting mileage is reimbursed).
- Pass Vermont AHS Child Protection and Adult Abuse Registry Checks
- Commitment to the VHCB AmeriCorps program's ethic of service, participant professional development, and respect for diverse experiences and perspectives.
- Ability and enthusiasm to attend and actively participate in required trainings and events, including driving up to 2 - 3 hours each way.
- Availability to serve 40 hours per week on a regular basis.

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This program is available to all, without discrimination on the basis of race, color, sex, sexual orientation, pregnancy, religion, age, national origin, genetic information, disability, military status, familial status, political affiliation, or any other characteristic protected by law.