



NOFA/Massachusetts
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Growing a healthier future for Massachusetts

Conference Coordinator Job Opening

Position: Conference Coordinator

Application Deadline: August 25, 2023. Applications will be reviewed as they come in.

Hours: 15-20 hours per week, depending on applicant's qualifications and experience.

Location: Remote position, but must live in Massachusetts. Travel within Massachusetts required.

Opportunity:

The Conference Coordinator is responsible for organizing the NOFA Summer Conference and the NOFA/Mass Winter Conference. The NOFA Summer Conference is the longest standing NOFA event and serves as its annual flagship gathering. Both conferences feature keynote speakers, dozens of workshops and activities for people of all ages, vendors, and entertainment. The conferences aim to educate on organic agriculture, small-scale farming and homesteading in both rural and urban areas, as well as agricultural justice and food system policy.

NOFA/Mass encourages candidates from diverse cultural and economic backgrounds to apply.

Responsibilities

Conference Operations

- Oversee organization of two annual conferences.
- Develop the overall mission and vision for the conferences.
- Oversee selection of keynote speakers, conference themes and NOFA Person of the Year.
- Coordinate relationships, contracts and logistics with conference venues.
- Collaborate with other NOFA Chapter education staff; attend other NOFA Conferences.
- Coordinate registration for outside organizations sending groups to conferences.
- Ensure equity through 360° BIPOC representation.
- Promote and oversee language justice work.
- Coordinate conference materials for program book or app.

Staff Management & Coordination:

- Maintain ongoing meetings with Executive Director, Ed Director, and other staff.
- Organize monthly conference committee meetings; set agenda; facilitate meetings.

- Collaborate on creation of promotional materials, communication with membership and attendees, and program evaluations.
- Work with the Equity Department to ensure that events are inclusive and equitable.
- Hire and oversee conference staff.
- Attend Education Department meetings; NOFA/Mass staff and board retreats; occasional NOFA/Mass Board and NOFA Interstate Council meetings.

Administrative :

- Oversee conference & registration website management.
- Coordinate presenter pay and reimbursements.
- Oversee contracts with presenters, keynote speakers, and venues.
- Maintain work plan and job description.
- Create pricing structures, including scholarship and other accessibility systems.
- Participate in the annual review process.

Qualifications

- A strong commitment to communication and teamwork
- Ability to work independently
- Experience with staff supervision
- Ability to organize in-person, online, and hybrid events of 500+ participants
- Strong verbal and written communication skills
- Project management skills and ability to report on grant deliverables
- Experience working successfully with BIPOC communities
- Knowledge of trends and speakers in the field of organic and regenerative agriculture
- Proficiency with Google workspace; Zoom; data management; social media outreach; and other relevant tech platforms
- Three years of event/conference management experience

Ideal candidate may also have:

- Spanish language fluency with strong written and verbal communication skills
- Videography and video editing skills
- Experience developing programming for youth

Compensation

Starting pay range \$18-\$22/hour based on experience.

Other position information:

- This job can generally be accomplished from home. Employees must provide basic office equipment to facilitate working remotely. Tech stipends are available.
- Hours are flexible; daytime availability for weekday meetings is crucial; occasional evening and weekend commitments.

- Employees must attend NOFA/Mass retreats and staff meetings, the winter and summer conferences, and virtual department meetings.
- No health insurance benefits available at this time.
- Paid time off begins with 2 weeks per year; paid sick time and family leave are also available.
- Employees must maintain current NOFA/Mass membership.

How to apply

Please complete a job application form [here](#). The application will require you to upload a resume, cover letter and three references as attachments. Interviews will be conducted on a rolling basis.

Please familiarize yourself with our [Racial Equity Statement](#) before applying.

All staff members are required to be active members of NOFA/Mass. Become a member [here](#).

Contact jocelyn@nofamass.org if you have any questions about this position.

NOFA/Mass is an equal opportunity employer who does not discriminate in employment and contracting practices based on race, color, religion, sex, national origin, age, sexual orientation, or disability.

About NOFA/Mass:

NOFA/Mass is the Massachusetts state chapter of the Northeast Organic Farming Association.

NOFA/Mass is a non-profit organization with 1100 members, focusing on education and advocacy around organic agriculture in Massachusetts. Our members include farmers, gardeners, homesteaders, consumers, land care professionals, and food activists.

Our Mission:

Through education and advocacy NOFA/Mass promotes organic agriculture to expand the production and availability of nutritious food from living soil for the health of individuals, communities and the planet.

Our Vision:

NOFA/Mass envisions a commonwealth of people working together to create healthy landscapes that feed our communities and restore our environment.

Learn more about us:

NOFA/Mass website:

<https://www.nofamass.org/>

NOFA/Mass newsletter:

<https://www.nofamass.org/newsletter/>

Job Openings:

<https://www.nofamass.org/jobs/>

Meet our current staff and board:

<https://www.nofamass.org/staff-and-board/>