Job Opening: Program Coordinator

**Status:** Part time (24 hours/week), Short term (1 year to September 30, 2018)
**Time Frame:** Review begins August 29, 2017, position open until filled.

Community Involved in Sustaining Agriculture (CISA) is a non-profit organization that strengthens farms and engages the community to build the local food economy. Our programs include the *Be a Local Hero, Buy Locally Grown*® marketing campaign, educational activities for the public, technical assistance trainings and workshops for farmers, and programs to expand market options for farmers and increase access to local food for all communities in the Pioneer Valley.

**DESCRIPTION**
The Program Coordinator provides support across the organization in implementing the mission of the organization to strengthen local agriculture by building connections between farmers and the community. Responsibilities include:

- Planning and implementing the Pioneer Valley Grows (PVGrows) Forum, an annual half-day event that provides an opportunity for food system advocates and professionals to network and learn from each other;
- Supporting CISA’s Local Hero enrollment process; and
- Planning and implementing events related to CISA’s 25th Anniversary.

**Essential Job Functions**

1. Pioneer Valley Grows (PVGrows) Forum:
   a. Work with Special Projects Director to identify PVGrows forum theme and program planning team.
   b. Lead program team in program design including identifying presenters and developing a structure and facilitation plan;
   c. Develop and implement logistics plan, including: registration, marketing, venue & catering coordination, volunteer coordination, materials;
   d. Coordinate and oversee the forum, including supporting presenters in preparation and day-of logistics; coordinating support from CISA staff and volunteers; providing or coordinating facilitation; and managing day-of and follow-up logistics, payment processing, and thank-yous.

2. Local Hero Enrollment:
   a. Recruit and distribute annual enrollment and evaluation materials to Local Hero members and prospects; and
   b. Manage incoming enrollment and evaluation materials, updating CISA’s database and on-line guide.

3. Support CISA staff with 25th anniversary events logistics including outreach and related event details

4. Support CISA’s Special Projects team in work with four college dining services, including meeting logistics, research, and interviews.

5. Support evaluation of CISA’s programs, including data entry and analysis of event evaluations, surveys, web statistics.

**Other Job Functions**

1. Collaborate with CISA management to bring creative and strategic thinking to further CISA’s mission.
2. Represent CISA at public presentations and other venues as needed.
3. Perform other related duties as assigned.
Requirements

• Experience with event planning, networking, or facilitation and a Bachelor’s degree or an equivalent combination of education and experience.
• Experience working with people of various backgrounds.
• Demonstrated ability to collaborate with internal team and external partners, and to work independently.
• Excellent time management skills.
• Ability to manage multiple tasks with attention to detail.
• Skilled in Microsoft Office, internet research, and have experience with web-based applications (e.g. Constant Contact, WordPress).
• Effective written and verbal communication skills in English, comfort with public speaking and membership/sales calls.
• Maintain valid driver’s license and access to reliable transportation.
• Commitment to CISA’s mission to strengthen local agriculture by building connections between farmers and the community.

Other Skills/Abilities

• Previous non-profit work experience preferred.
• Experience working in the sustainable agriculture field preferred.
• Spanish proficiency preferred.

Reporting and Supervision

This position reports to the Development Director and will have some responsibility supervising volunteers and interns.

Physical Demands

Sitting, standing, repetitive movements. Ability to use the following equipment: computer, copier, telephone.

Hours and Compensation

Part-time, hourly; 24-hours/week. $17.00-$19.00/hour, depending on experience. Some weekend and evening availability required. Holiday and sick time provided.

CISA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please send cover letter and resume to Jennifer Williams at jennifer@buylocalfood.org (preferred) or mail to CISA, One Sugarloaf Street, South Deerfield, MA 01373.