

# Maine Organic Farmers and Gardeners Association Job Description

## Common Ground Country Fair Coordinator (last updated October 2018)

**Title:** Common Ground Country Fair Coordinator

**Primary Responsibilities:** To manage Common Ground Country Fair (CGCF) exhibitor applications and operations, coordinate all aspects of the CGCF's administrative operations, and assist the CGCF Director as necessary with all tasks and functions related to the CGCF.

**Supervisor:** CGCF Director

**Work Week:** 40 hours - Monday through Friday.

**Additional Work Hours:** Extended hours of operation during the Fair weekend, monthly Fair Steering Committee meetings and some educational events.

**Position:** Salaried. Federal Fair Labor Standards Act Exempt. The employee is not eligible for overtime payment.

### Required Abilities and Knowledge:

- understanding issues related to organic farming and gardening in Maine
- experience executing events
- ability to prioritize workload and manage multiple projects concurrently
- comfortable collaboration with staff, volunteers and public
- ability to train volunteers and support staff
- effective verbal and written communication skills
- skilled proofreading
- aptitude for administrative information and file management
- strong customer service skills
- computer literacy including word processing, spreadsheet management, strong database management, basic website content management and familiarity with the Mac platform
- willingness to learn new systems
- creative problem solving and ability to take initiative where appropriate

### Responsibilities:

- working with CGCF Planning Team members to ensure that exhibitor correspondence, applications, contracts, and guidelines are updated and accurate each year
- in collaboration with the CGCF Director, preparing CGCF exhibitor applications, contracts and correspondence
- in collaboration with the Database Manager, processing CGCF participant applications, contracts and corresponding fees
- providing support and oversight as necessary to Planning Team members' coordination of exhibitors and participants in their respective areas
- in collaboration with the Fair Food Liaison, managing Food Area application review, contracts, and appropriate correspondence
- collaborating with CGCF Director to ensure that MOFGA policies and Fair and Area guidelines are implemented with professionalism and integrity throughout the Fair and equitably by all members of the Planning Team
- preparing and managing key administrative communications with the Fair Steering Committee, Planning Team and CGCF Participants, including FSC agendas and meeting packets, Coordinator Packets and Confirmation Packets
- organizing and maintaining records and correspondence for the CGCF
- updating CGCF website content for MOFGA.org

(continued)



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- training and working closely with the Fair Assistant and volunteers working in the Fair office
- responding to information requests
- attending all FSC meetings and representing the Fair at MOFGA committee meetings and meetings outside of regular business hours as needed per the direction of the CGCF Director
- utilizing electronic and paper communications to keep exhibitors apprised of deadlines and other relevant information
- assisting CGCF Director with CGCF communications, including compilation of the Fairbook, Planning Team newsletters, and other internal and external communications as needed
- participating in Fair set-up and clean-up as needed
- coordinating the operation of the Fair office during the Fair
- recording and reporting Fair participant stipends to Finance Administrator
- assisting CGCF Director with preparation of annual stipend report to the Maine Department of Agriculture
- procuring goods and services as needed for the CGCF
- reviewing CGCF systems and procedures annually
- other duties as needed
- carrying out all of the responsibilities listed above in accordance with the mission statement, goals, and philosophy of the Maine Organic Farmers and Gardeners Association

MOFGA's success is dependent upon the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors.

