

Maine Organic Farmers and Gardeners Association Job Description

Educational Programs Director (last updated November 6, 2018)

Title: Educational Programs Director

Primary Responsibility: to support MOFGA's mission and values through educational programs and events.

Supervisor: Executive Director

Position: Salaried, Federal Fair Labor Standards Act Exempt

Work Week: 40 hours per week, with weekend and evening functions as needed.

Additional Work Hours: Extended hours during the certain periods as needed, including the Common Ground Country Fair, Farmer to Farmer Conference and multi-day meetings out of state.

Required Abilities and Knowledge:

- Deep understanding of issues related to organic farming and sustainable living in Maine
- Working creatively and independently
- Planning, promoting, organizing, coordinating and evaluating large events
- Managing personnel and volunteers
- Communicating verbally and in writing with Staff, Board, committee members, other volunteers, and the public
- Managing a large budget
- Understanding, writing, reviewing and tracking grant proposals
- Proficient in computer systems including word processing, databases and spreadsheets
- Ability to plan and manage many projects simultaneously
- Recognizing operational needs and delegating accordingly
- Working well with Staff, Board, committee members, other volunteers, and the public

Responsibilities:

- Working closely with Staff and program committees to develop, implement, evaluate, and improve MOFGA's Educational Programs, events and materials
- Overseeing coordination of MOFGA's comprehensive farmer support programs, including the Apprenticeship, Journeyperson, Farm Beginnings and Maine Farm Resilience Programs
- Overseeing production of promotional and educational literature in support of MOFGA's broader publications, communications, and fundraising efforts
- Managing budget and fiscal planning for the Education Program
- Collaborating on fundraising efforts related to Educational Programs, including grant writing and management, and donor cultivation, solicitation and stewardship
- Supervising all Education Department staff
- Working with Executive Director, the Board, volunteer committees, staff and program stakeholders to ensure that MOFGA's Educational Programs remain congruent with MOFGA's mission and community needs
- Participating as a team member with other Departmental Directors to set organization wide goals, strategies, best practices and policies.
- Working with Communications staff and the media to promote Educational Programs
- Facilitating and managing communication about Educational Programs among Educational Programs Staff, the Board, Departmental Directors and related volunteer committees
- Serving on internal and external committees and task forces related to farm viability and agricultural education



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- Coordinating with Buildings & Grounds work as it relates to MOFGA's Educational Programs, the Farmer-in-Residence, Low Impact Forestry, the Orchards and other on-site demonstration programs
- Assisting with Fair set-up, clean-up, and related meetings as needed
- Carrying out all of the responsibilities listed above in accordance with MOFGA's mission statement, philosophy and strategic plan
- Other duties as assigned.

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.

Compensation and Benefits:

MOFGA offers a competitive salary dependent upon experience, and a generous benefits package including health insurance, dental, vision, four weeks of paid vacation, sick days and 10 paid federal holidays.

To apply please send a cover letter, resume, and writing sample to hire@mofga.org MOFGA strives for a diverse work environment and encourages women, people of color, LGBTQ individuals, and persons with disabilities to apply.

