



## **Vital Communities Position Description: Food & Farm Flavors of the Valley 2020 Coordinator**

<b>Core Statement:</b>	Vital Communities cultivates the civic, environmental, and economic vitality of the Upper Valley. We bring people together, bridging boundaries and engaging our whole community to create positive change.
<b>Position Title:</b>	Food & Farm Flavors of the Valley Coordinator
<b>Responsible To:</b>	Food & Farm Program Manager
<b>Date:</b>	December 2, 2019 – May 2, 2020
<b>Status:</b>	Temporary, Non-Exempt, Part-time (16 hours/week for 22 weeks)

The Flavors of the Valley Coordinator is responsible for coordination and execution of the 19<sup>th</sup> annual Flavors of the Valley. Flavors of the Valley is Vital Communities' largest event, a local food expo held at Hartford High School. Flavors is a marketing event for local farms and food-related businesses. More than 45 vendors and 800 attendees attend the event, which is supported by Vital Communities staff and 50-80 community volunteers. The Coordinator will work closely with Vital Communities staff to execute a successful event.

### **Essential Duties and Responsibilities**

- Plan Flavors of the Valley 2020 to be held Sunday, April 19, 2020
  - Recruit 45+ local food and farm-related vendors and coordinate their vending needs, supplies, and information to ensure their success
  - Finalize location, date, time
  - Participate in finalizing budget with lead Food & Farm staff
  - Assist the Volunteer Coordinator with soliciting and coordinating volunteers
  - Update and maintain all website content pertinent to Flavors
  - Establish contracts with outside vendors and facilitate the contract
  - In coordination with lead VC staff, help with the execution of the area at Flavors that markets all the Vital Communities programs
- Ensure robust public attendance at Flavors of the Valley
  - Promote Flavors of the Valley 2020 through all available media, including posters, social media, and emails
  - Manage and track attendee ticket sales both pre-event and the day of the event
  - Work with Bookkeeper to ensure financial reconciliation.
- Oversee expenses and revenue to stay within the event budget
- Lead the day-of-event logistics
- Lead the necessary event follow-up
  - Tallying of exit surveys

- Vendor surveys
- Lead staff debrief at staff meeting
- Put away and inventory all Flavors supplies

### **Qualifications**

- Experience working in nonprofits and event coordination
- This position requires additional work hours between late March and April 20, 2020. The coordinator must be able to work on April 18 and 19.
- Ability to maintain positive relationships with staff, vendors, attendees, and volunteers
- Able to prioritize and manage multiple responsibilities effectively and in a timely manner
- Personable, friendly, and professional in email, phone, and written correspondence
- Excellent writing and proofreading skills
- Problem solver
- Detail oriented with strong organizational skills
- Work well independently and as part of a team
- Working knowledge of Microsoft Office suite (Word, Excel, PowerPoint)
- Experience with Facebook and Instagram as a marketing tool
- Experience with WordPress or willingness to learn

### **General Expectations of All Staff**

- Understand and support the mission of Vital Communities as expressed by the Board
- Greet the public through all channels of communication with courtesy and respect
- Network with allied organizations and initiatives
- Coordinate and integrate efforts with staff working on other Vital Communities programs
- Actively participate in Vital Communities' planning, evaluation, and development, including annual appeals, newsletters and annual reports, staff retreats and meetings, Board retreats and meetings (as invited), and other outreach systems, including blogs and the website
- Work in a safe manner and report any safety hazards to the Executive Director
- Maintain individual work station and office in a clean, attractive manner
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality
- Strive to upgrade existing skills and learn new ones
- Employ good communication skills by sharing information, listening to others, and giving positive input
- Work as a team member by helping others and making suggestions for improvements

### **Support Available to All Staff**

- Opportunity to set professional development goals with supervisor

- Staff handbook updated regularly, with description of employment benefits and guidelines

*Vital Communities is an Equal Opportunity Employer and does not discriminate on the basis of age, gender identity, race, religion, national origin, veteran status, sexual orientation, or disability with respect to employment, volunteer participation, and the provision of services.*