

## **Central Oregon Chapter Coordinator**

Reports to: Education Director & Executive Director

Employment Type: Exempt; 0.6 FTE

Location: Deschutes County

Start date: mid-November, 2018

Application deadline: Listing open until filled. Will begin reviewing applicants by 10/15.

## **Rogue Farm Corps**

Rogue Farm Corps (RFC) trains and equips the next generation of farmers and ranchers through hands on educational programs and the preservation of farmland. We work to support our local agricultural economy and serve as a model for other communities.

RFC offers farm training programs for both beginning interns and advanced apprentices of agriculture that combine rigorous hands on training, classroom learning, and farm based independent study. RFC's programs provide real world experience on a diverse network of family farms that host program participants. Our Farm Preservation Program helps beginning farmers access land and capital, and creates tools and resources to help retirement age farmers plan for succession. For more information, please visit [www.roguefarmcorps.org](http://www.roguefarmcorps.org).

## **Position Description**

The Central Oregon Chapter Coordinator will manage RFC's Internship and Apprenticeship programs in the Central Oregon area. The coordinator will work with RFC's staff to further develop and sustain the Central Oregon Chapter. The coordinator will facilitate recruitment, promotion, outreach, student placement, scheduling, and evaluation for all students and host farmers in the Central Oregon Chapter of RFC. The coordinator will organize an annual fundraiser event in the Central Oregon area with support from other RFC staff, collaborate with local food system allies, and attend regularly scheduled conference calls, trainings, meetings, and retreats with RFC staff.

Responsibilities and weekly schedule will vary throughout the year depending upon program needs. The coordinator position requires the use of your own private computer, cell phone, and vehicle with mileage and technology access compensation. No health benefits are offered at this time.

## **Specific Duties**

1. Co-facilitate and coordinate recruitment of host farm sites along with Education Director and program staff
2. Co-facilitate and coordinate promotion and outreach efforts to recruit applicants with Education Director and program staff

3. Co-facilitate processing of all incoming applications and conduct initial screening calls with Education Director and program staff
4. Confirm all student placements in local chapter
5. Schedule and organize all classes, farm tours and student events in the Central Oregon region
6. Facilitate new student orientations including group orientation and on-farm orientations
7. Facilitate all classes, farm tours and student events, including gathering of feedback via evaluation forms
8. Conduct evaluation sessions with all host farmers and students twice per season
9. Act as a resource, confidant, supporter and mentor to all host farmers and students
10. Co-facilitate annual farmer meeting with all current and potential future host farms
11. Work with host farms to develop individualized on-farm curricula and adapt classroom curricula to local community
12. Facilitate the creation of on-farm agreements between interns and host farmers, and facilitate conflict resolution processes as needed
13. Submit monthly chapter reports to Executive Director
14. Participate in regularly scheduled conference calls and meetings with staff
15. Seek out and facilitate outreach and promotion opportunities in the community
16. Seek out and facilitate development opportunities in the community
17. Coordinate local fundraising events and support other organizational events as assigned
18. Submit receipts and mileage log monthly to Executive Director

## **Required Competencies**

1. Demonstrated commitment to RFC mission and values of integrity, equity, inclusion, and community
2. Ability to communicate well with diverse audiences and adapt communication styles between farmers, students, supporters, and the general public. Experience with public speaking is a plus
3. Experience working with spreadsheets, G Suite applications including email, calendar, Google Drive, and Dropbox
4. Ability to manage conflict resolution processes with diverse parties
5. Ability to work independently and as part of a team environment
6. Exceptional facilitation, group dynamics, and group decision making skills
7. Organized and diligent record keeping skills with great attention to details
8. Experience as a community organizer with strong networking skills, able to develop and maintain trusting relationships with diverse individuals from different backgrounds
9. Flexibility and adaptability, able to meet the needs of a range of cultures, people, and organizations
10. Ability to navigate stressful situations successfully

## **Preferred Qualifications**

1. Knowledge of local food systems and sustainable agriculture
2. Commitment to continuous learning
3. Experience managing programs and relationships with partners

## **Compensation**

1. Competitive part time salary dependent on experience: \$18-24k
2. Benefits include flexible work schedule and environment and generous leave policy
3. No health benefits
4. Requires the use of your own personal vehicle (mileage reimbursed), cell phone and computer (phone and internet stipend provided)

## **Working Conditions**

1. The Central Oregon Chapter Coordinator can expect a flexible working schedule that includes some evenings and weekends. Requires approximately 22-24 hours/week, allowing for seasonal fluctuations.
2. Must be self-directed, good with time management, and have experience working independently and remote from other staff
3. Must confirm monthly schedule with Executive Director
4. A home office is highly recommended as no office is provided

## **Evaluation/Trial Period**

The Executive Director will conduct an initial evaluation after the first 30 days. The Executive Director will conduct subsequent evaluations annually.

## **Apply**

Please apply by emailing a single PDF file to [stu@roguefarmcorps.org](mailto:stu@roguefarmcorps.org). Please include a cover letter including the experiences that qualify you for this position, a resume, and three professional references.

*Rogue Farm Corps is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*