

2-12-20 Program Coordinator, Organic Farming Research Foundation, Santa Cruz CA, 3-12-20 deadline

Program Coordinator
Organic Farming Research Foundation

\$21-24 per hour, depending on
experience.

ORGANIZATIONAL BACKGROUND

The mission of the Organic Farming Research Foundation (OFRF) is to foster the improvement and widespread adoption of organic farming systems. OFRF envisions a future where organic farming is the leading form of agriculture. Since our founding in 1990, OFRF has sponsored organic farming research, education, and outreach to support organic and transitioning farmers across North America. This work is complemented by efforts to share our findings with policy makers, agricultural institutions, and federal agencies to support broader change and advance the organic sector.

POSITION OVERVIEW

The OFRF Program Coordinator is a full-time, benefited, non-exempt position based out of our Santa Cruz, CA office. The Program Coordinator reports to the Education & Research Program Manager.

ROLES AND RESPONSIBILITIES

- Administer OFRF's research grant making program, including outreach, grant application processing, and facilitating and compiling the Board's review and scoring of proposals .
- Assess and track the impact of OFRF research projects by maintaining and strengthening relationships with OFRF-funded researchers, past and present. Maintain a searchable tracking system of past and present OFRF-funded projects in our online database.
- Support implementation of a variety of research and educational projects, such as building collaborations and engagement with external partners, assisting with curriculum development, doing online research, organizing datasets, scheduling meetings and conference calls, etc.
- Perform outreach to disseminate the results of OFRF-funded research and increase awareness of best organic practices, including writing blogs and creating promotional materials.
- Create communication and outreach materials to promote the use of our research and education materials, and increase attendance at OFRF events.
- Organize and coordinate research and education events, such as our annual research forum, including managing calls for abstracts, coordinating scholarship awards, and organizing materials and event logistics.
- Represent OFRF at conferences and events, and support stakeholder outreach.
- Other tasks, as assigned by your supervisor.

DESIRED SKILLS

- Bachelor's degree or higher in a related field
- A minimum of two years of experience working in agriculture, community education and outreach, or a related field
- Excellent organizational skills and the ability to adhere to strict deadlines
- Proficiency with Mac and PC and common software applications and communication programs/platforms
- Excellent verbal and written communication skills (including visual presentations)
- Excellent attention to detail and critical thinking skills

- Ability to handle and track multiple fast-paced projects at a time
- Ability to work and communicate professionally with a diverse group of individuals under strict timelines to accomplish goals
- Ability to work independently and as part of a team
- Knowledge of organic agriculture principles and practices is a plus

COMPENSATION AND BENEFITS

OFRF offers a full range of benefits, and a great work environment. We look for coworkers who can have fun while working as hard as we do for a cause we love.

Compensation for the Program Coordinator position starts at \$21-24 per hour, depending on experience.

TO APPLY

Submit your complete packet with "Program Coordinator" in subject line via email to jobs@ofrf.org.

All qualified applicants should submit:

- A cover letter stating your interest and qualifications.
- A resume outlining your skills and experience.

Please visit www.ofrf.org to learn more about the Organic Farming Research Foundation.

Organic Farming Research Foundation is an Equal Opportunity Employer.