

Job Description: Co-Director, OEFFA Event Logistics

Position Title: Events Manager

Reports To: OEFFA Executive Director

Supervises: N/A

Employment Status: Full-Time position

FLSA Status: Exempt

Salary Range: \$50,000 - \$56,000

Position Summary:

The Events Manager administers the organizing and implementation of OEFFA's public programming, including the annual conference, farm tour series, and standalone workshops. The Events manager supports Education staff in organizing and implementing events within the organizational systems. *This position requires some time in the office but can also be hybrid.*

Essential Functions

- Implement event strategy, policies, and practices for internal and external consistency
- Support staff in planning and executing OEFFA's summer farm tour series, annual conference, workshops, tabling events, fundraisers, and other public programs
- Contribute to the development of standards of volunteer, presenter, and venue personnel engagement, contracting practices, onsite management practices, and emergency event response to ensure public event success
- Coordinate logistics related to conferences, workshops, farm tours, and other events
- Maintain Standard Operating Procedures for event planning, execution, attendance, and wrap-up
- Maintain, organize, and distribute event supplies, materials, and displays
- Support the Events Director in the negotiation of contracts with event venues, event service contractors, and speakers
- Facilitate timely communication with event venues, event service contractors, speakers, sponsors, exhibitors, and other key event stakeholders
- Generate speaker contracts and track their completion
- Track event expenses and administer timely payment of contractors
- Contribute to and ensure grant-based budget and evaluation needs are met at public events
- Provide technical and logistical support to all OEFFA staff hosting and promoting events
- Advise staff on selecting and using appropriate venues for specific events
- Provide input on grant proposals to ensure consistency in programming and budgeting for events
- Guide onboarding of new staff with regard to processes and procedures for planning, budgeting, executing, evaluating, and reporting events

Non-Essential Functions

- Assist with delivery of educational program work not related to core job duties as needed
- Help grow OEFFA's membership

Qualifications

- Bachelor's Degree or equivalent experience
- Strong organizational, analytic, and project management skills
- Experience in effectively planning, managing, and carrying out multiple tasks

- Commitment to performing work with a high degree of accountability and consistent excellence with exceptional attention to detail and accuracy
- Ability to use spreadsheets and databases for tracking and analyzing information
- Ability to be flexible in scheduling work
- Excellent written and oral communication skills
- Ability to manage multiple tasks at the same time
- Passion about sustainable agriculture and organic agriculture, family farms, and rural places
- Ability to work independently

Physical and Cognitive Requirements

- Must be able to effectively operate a computer and other office productivity machinery, such as a copy machine, fax/printer, and telephone, as well as be proficient in Microsoft Office/Google Workspace (e.g., Excel, Word, PowerPoint, OneNote)
- Must be fluent in English
- Must be able to work cooperatively with others
- Must be able to arrange transportation for offsite meetings during the workday, on occasion
- Must be able to occasionally work evening and weekend hours including overnight travel
- Must be able to sit at a desk for long periods of time maintaining concentration with frequent interruptions
- Must be able to occasionally stand for long periods of time and ascend/descend stairs multiple times a day
- Must comply with all company policies and procedures and maintain regular and punctual attendance
- Must be able to lift and place boxes and equipment weighing up to 25 pounds or direct others in such activity
- Must be able to occasionally work in outdoor weather conditions
- Must be able to meet project and report deadlines
- Must have a valid driver's license

We seek to recruit, develop, and retain the most talented people from a diverse candidate pool, and all employment is decided on the basis of qualifications, merit, and organizational needs. In the same way that biological diversity is foundational to the healthy agricultural systems we support, we recognize that diversity of people makes OEFFA healthier and more sustainable, and thus is a core value of our organization.

Deadline for Applications: Review of applications begins on December 21, 2023 – January 12, 2024. Interested candidates are advised to apply by this date to receive full consideration, although the position will stay open until filled. (If this posting is removed from the OEFFA website, this means we are no longer accepting applications.)

Your application should be addressed to Sharon Paat, Human Resources, and consists of three items assembled in a single document: a cover letter, resume, and contact information for three professional references with a phone number and email (indicate their relationship to you). In your cover letter, please tell us how your experience and background make you the perfect Event Logistics Co-Director for OEFFA. **Please combine these as a single PDF file and submit via email to jobs@oeffa.org with subject line: Co-Director, Event Logistics.** Electronic submissions only; incomplete applications will not be considered.