

**Job Description:** Co-Director, OEFFA Event Programming

**Position Title:** Events Director

**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 Director primarily oversees creating, organizing, and implementing OEFFA's public programming, including the annual conference, farm tour series, and standalone workshops. The Events Director directs 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**

Guide public event strategy, policies, and practices for internal and external consistency

- Taking primary responsibility, collaborate with other staff to plan and execute OEFFA's summer farm tour series, annual conference, workshops, and tabling event attendance, and other public programs
- Create and ensure standards of volunteer, presenter, and venue personnel engagement, contracting practices, onsite management practices, and emergency event response to ensure public event success.
- Lead negotiations with venues, event contractors, speakers, and other stakeholders
- Address various logistical and programmatic needs and issues related to conferences, workshops, farm tours, and other events
- 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
- Provide overall coordination of OEFFA's annual conference
- Maintain partnerships, resources, set policies, and 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 how we engage with the public and offer public programming, work with presenters, and use internal resources
- Serve on the Leadership Team

**Non-Essential Functions**

- Serve as secondary financial account signer to the Executive Director and Business Office personnel
- Assist with delivery of educational program work not related to core job duties as needed
- Help grow OEFFA's membership
- Serve as general spokesperson for OEFFA
- Contribute to general fundraising event work

**Qualifications**

- Bachelor's Degree or equivalent experience
- Experience in planning and carrying out complex events and/or conferences
- 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 consist 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 Co-Director of Event Programming for OEFFA. **Please combine these as a single PDF file and submit via email to [jobs@oeffa.org](mailto:jobs@oeffa.org) with subject line Co-Director, Event Programming.** Electronic submissions only; incomplete applications will not be considered.