

**JOB DESCRIPTION: PART-TIME ADMINISTRATOR AND EVENT COORDINATOR
NEWTON COMMUNITY FARM
January 2019**

Summary

This position provides administrative work in support of the mission of Newton Community Farm. Newton Community Farm teaches and models sustainable agricultural practices and provides produce, classes and community events. This position is hourly, with approximately 15 hours per week, depending on the active projects. Hours may increase around seasonal events, April through October. This position pays \$18 per hour.

Job Description/Responsibilities

Event Coordination (approx. 150-200 hours annually)—Responsible for all aspects of farm events

- Events include:
 - Seedling Sale in May
 - Dinner on Farm
 - Harvest Festival in September
 - Other events as determined by the Board and supervisor

- Duties include:
 - In charge of logistical planning and execution of events, including on-site running of events
 - Assist in developing new events as needed
 - Manage production and distribution of publicity materials
 - Recruit volunteers prior to events and supervise of volunteers at events
 - Responsible for all events materials, including inventory and ordering before events and storage after events
 - Manage event budget and write post-event reports

Office (approx. 250 hours/year)

- Publicity:
 - Assist Executive Director with update of website content (WordPress)
 - Work with Executive Director to determine content for social media, and post on our social media platforms

- Database:
 - Input new data and periodically clean out old information
 - Develop and generate routine and as-needed reports (e.g., monthly email list, membership lists, CSA mailing lists, etc.)
 - Improve and modify the existing system (on-going)
 - Process paperwork and Paypal requests including FoF memberships, donations, responses to event invitations, CSA enrollments

- Barn rentals:
 - Maintain and circulate rental promotional materials
 - Show barn to prospective renters
 - Prepare contracts and communicate rental rules
 - Staff barn events and/or coordinate event staff

- Other:
 - Manage/respond to inquiries/questions from the public
 - Coordinate cleaning of barn and inventory and order barn supplies with Director of Education

Fundraising Support (approx. 100 hours/year)

- Duties include:
 - Prepare formatting of letters, flyers, and other materials for mailings
 - Organize volunteer mailing parties for letters and flyers through postal mail
 - Send email appeals
 - Track and report on responses
 - Organize acknowledgements/'thank you's' to donors
 - Update database addresses using returned mailings
 - Set up fundraising campaigns in our database

Volunteer Coordination (approx. 50 hours/year)—Work with Executive Director and board to solicit volunteers for the Farm, and ensure good experience for volunteers

- Duties include:
 - Publicize volunteer opportunities (through newsletters, online, database lists, etc.)
 - Recruit volunteers from CSA and FoF sources
 - Hold volunteer orientations for events (project specific)
 - Organize volunteer appreciation (i.e., thank-you cards after an event, mentions in newsletters or on website, special programs or appreciation events, etc.)

Qualifications and Skills

- Excellent organizational skills and attention to detail
- Ease with Excel, managing and sorting data, Google Drive
- Experience with CRM or fundraising database system a plus
- Great people skills and a desire to personally connect with our community and volunteers

Apply

Send resume and cover letter to Karyn Novakowski, Executive Director, karyn@newtoncommunityfarm.org. Please note the position title you are applying for in the subject line of the e-mail.