

**JOB DESCRIPTION: EVENTS AND COMMUNICATIONS COORDINATOR (PART-TIME)  
NEWTON COMMUNITY FARM  
June 2019**

**Summary**

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This position provides events and communications coordination 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 20 hours per week, depending on the active projects. Applicant must be available on some evenings and weekends. Hours may increase around seasonal events, April through October. This position pays \$19 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 in July
  - Fall Festival in September
  - 2 public events (Green Expo and one other TBD)
  - Concerts on the Farm
  - Other events as determined by the Executive Director
  
- 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 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)

- Communications and Publicity:
  - Assist Executive Director with update of website content (WordPress)
  - Coordinate monthly newsletter content and write monthly articles for newsletter (Constant Contact)
  - Design materials such as flyers, invitations, posters for events and public relations
  - Work with Executive Director to determine and write content for social media, and post on our social media platforms
  
- 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

- o Coordinate cleaning of barn and inventory and order barn supplies with Director of Education
- o Additional office tasks as determined by the Executive Director

**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:**
  - o Publicize volunteer opportunities (through newsletters, online, database lists, etc.)
  - o Recruit volunteers from CSA and FoF sources
  - o Hold volunteer orientations for events (project specific)
  - o 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
- Excellent writing skills
- Basic graphic design knowledge
- Proficient in Excel, Word and design software
- Knowledge of Wordpress and Constant Contact a plus
- Great people skills and a desire to personally connect with our community and volunteers
- Has a passion for food and farming

### **Apply**

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