Job Posting: Program Coordinator VISTA

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About the Foundation for Agricultural and Rural Resources Management and Sustainability (FARRMS):

FARRMS grows sustainable agriculture and strengthens local food systems in North Dakota and the Red River Valley. We offer farmer-led and farmer-focused education, peer support, and microlending. We emphasize social, environmental, and economic sustainability and a whole-farm approach to planning and production. We want to see more farmers on the land, more sustainable farming practices and more locally grown food and ag products available in North Dakota. We believe that modeling sustainability means working toward equity and racial justice.

Position Summary:

The FARRMS Program Coordinator VISTA will expand the capacity of FARRMS educational programs and support the Program Manager. This position will support the development of a team of experienced farmers who are our subject matter experts in sustainable agriculture production and business. They will support our new One to One Mentorship Program and build and maintain our digital farmer education resource library. They will also support the development of volunteerism and new opportunities for people to connect with farmers and their food system.

Key Responsibilities:

- Participate in orientation to become familiar with FARRMS objectives, programs, and operations.
- Develop and maintain database of experienced farmers who will serve as mentors and educators in all of FARRMS programs.
- Work with Program Manager to select presenters and mentors for specific programs and classes. Schedule speakers, organize speaker orientations, collect speaker bios/photos, and collect speaker honorarium forms.
• Support Program Manager in development of a new mentorship program. Help develop mentorship training, collect mentorship reports, and collect mentor honorarium forms.
• Assist Program Manager in organizing farm field days, workshops, and webinars.
• Work with Communications Coordinator on development of volunteerism program and new opportunities for people to connect with farmers and their local food system.
• Organize and maintain a digital library of farmer education resources.
• Participate in VISTA meetings, Days of Service and trainings.
• Other duties as assigned.

Compensation:

This is an Americorps VISTA position through Souris Basin Planning Council. VISTA service is for 12 months. VISTA members receive a living allowance between $12,000 and $13,000 per year, limited health benefits, and an end of service benefit (education stipend or cash benefit). Eligible VISTA members may also receive a relocation allowance and child-care assistance.

This is a remote work position. FARRMS reimburses mileage, meals, and lodging for work-related and provides a monthly tech stipend to reimburse use of personal phone, computer, and internet.

Qualifications:

VISTA members must be 18 years or older and hold US citizenship or legal residency. Our preferred candidate has at least some college. They are passionate about sustainable agriculture and strengthening rural communities. They are attentive to detail and willing to go the extra mile for the success of our students. All FARRMS staff work remotely which means our team members must be collaborative, communicative, adaptable, and comfortable learning new technology.

To apply:

Submit a cover letter, resume, and three references to info@farrms.org. We will begin scheduling interviews in the first week of August 2021. We will continue accepting applications until an ideal candidate is hired.