



ROGUE FARM CORPS

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Portland Chapter Coordinator

Reports to: Education Director

Employment Type: Exempt; 0.6 FTE (24 hours/week)

Location: Portland Metro Region (remote / work from home)

Start date: October 1-15, 2019

Timeline: Screening will begin September 9. Interviews will begin around September 16. Final decision will be made around October 1. Timeline may be extended at the discretion of the selection committee.

Compensation: Starting salary is \$24,000. Benefits include flexible work schedule and vacation/holiday/leave policy. No health benefits at this time. Requires the use of your own personal vehicle (mileage reimbursed), cell phone and computer (phone and internet stipend provided).

Our organization is committed to building a diverse staff and strongly encourages applications from candidates of color.

Rogue Farm Corps Overview

Rogue Farm Corps (RFC) is a non-profit whose mission is to train and equip the next generation of farmers and ranchers through hands-on educational programs and the preservation of farmland. RFC offers farmer training programs at the entry and advanced level that combine hands-on training at partner host farms with classes, farm tours, discussions, and independent study. These programs provide real-world experience on a diverse network of sustainable family farms that host program participants. Our Farm Preservation Program helps beginning farmers access land and capital, and creates tools and resources to help retirement age farmers plan for succession. For more information, please visit www.roguefarmcorps.org.

Position Description

The Portland Chapter Coordinator manages RFC's farmer training programs in the Portland Metro area. The Coordinator helps train and equip new farmers in the entry-level Internship and advanced Apprenticeship programs by planning and facilitating educational events, conducting evaluations, recruiting and retaining excellent partner host farms, and supporting program participants and host farmers to enhance the mentor/mentee experience. The Coordinator helps fill RFC program positions by assisting with recruitment, promotion, outreach, and screening of applicants. The Coordinator collaborates on fundraising efforts in the Portland Metro area with RFC's Development Director. The Coordinator promotes a just, sustainable local agricultural

system by collaborating with local food system allies and partners. The Coordinator collaborates with RFC staff to further RFC programmatic and organizational goals.

Specific Duties

1. Recruit host farm sites that meet RFC's guidelines, in collaboration with Education Director
2. Work with host farms to develop individualized on-farm curricula
3. Coordinate outreach efforts to recruit applicants with Education Director and program staff
4. Process incoming applications including initial screening calls
5. Keep up-to-date online and paper records and files for all Portland Chapter participants and host farms
6. Help keep participants and host farms on track with their program fee payments (with Executive Director)
7. Adapt RFC's core class curricula to the local agricultural community by collaborating with farmers, agricultural professionals, and other partners in creating educational program events.
8. Schedule and organize all classes, farm tours and other student events in the Portland Chapter.
9. Facilitate on-farm orientations at each host farm site soon after participants arrive (Spring)
10. Help plan and facilitate a group orientation for new participants
11. Send weekly program updates to current participants and host farms
12. Help troubleshoot any issues that may arise with participants or host farmers; Facilitate conflict resolution processes as needed
13. Help hold participants and host farmers accountable to RFC program agreements and guidelines
14. Stay in regular contact with host farmers and remind them of good farming mentorship practices and ideas
15. Help facilitate all classes, farm tours and student events in collaboration with other local instructors, including leading introductions, keeping track of time, leading certain educational activities, making program announcements, and gathering of feedback via evaluation forms
16. Conduct on-farm evaluation sessions with all host farmers and students twice per season (mid-June to mid-July and mid-September to mid-October)
17. Collate all evaluation feedback electronically and provide positive and constructive feedback to participants, farmers, and instructors
18. Act as a resource, confidant, supporter and mentor to all host farmers and students
19. Co-facilitate annual host farmer debrief meeting with all Portland host farmers
20. Help host farmers create on-farm agreements for their RFC program participants
21. Support Education Director in arranging ongoing professional development for host farmers
22. Submit monthly chapter reports and reimbursement requests
23. Participate in regular online meetings with staff
24. Attend occasional conferences, trainings, meetings, and retreats
25. Seek out and conduct outreach opportunities in the community
26. Create and publish social media content

27. Coordinate local fundraising events (with Development Director) and support other organizational events as assigned

Required Competencies

1. Commitment to RFC mission
2. Ability to communicate and build relationships with various partners and audiences including staff, experienced farmers, beginning & aspiring farmers, and other local food system organizations
3. Ability to facilitate a positive group learning environment and attend to individuals' educational needs and goals
4. Ability to use online applications including email, calendar, database, Google Drive, Google Docs, Google Sheets, and social media platforms.
5. Ability to support conflict resolution processes
6. Ability to work independently and as part of a collaborative team environment
7. Exceptional facilitation and management of group dynamics
8. Organized record keeping skills with great attention to detail
9. Able to connect with and develop trusting relationships with people and communities of various backgrounds and identities
10. Good stress management skills
11. Ability to efficiently navigate the internet to find educational resources and materials

Preferred Qualifications

1. Knowledge of and/or experience with sustainable agriculture production systems
2. Knowledge of local food systems
3. Strong connections to communities of color and other underserved populations
4. Commitment to continuous learning
5. Experience managing programs and relationships with partners

Working Conditions

1. The Portland Chapter Coordinator can expect a flexible working schedule that includes some evenings and weekends. Requires approximately 24 hours/week, allowing for seasonal and weekly fluctuations. (Note: currently the Coordinator works approximately 2 Sundays per month from April - October to facilitate educational events.)
2. The Coordinator works remotely from other staff. A good internet connection is necessary. A home office is highly recommended as no office is provided.
3. Requires regular travel to Portland Metro area locations and occasional out of local area travel (travel reimbursements provided).
4. Must be self-directed, good with time management, and have experience working independently.

5. Must confirm monthly schedule with Education Director.

6. Approximate hours breakdown: 50% working independently, 20% in meetings, 30% traveling and facilitating events or activities. Percentages vary greatly depending on week and season.

Evaluation/Trial Period

The Education Director will conduct an initial evaluation after the first 30 days. The Education Director will conduct subsequent evaluations at least annually.

Apply

Please apply by emailing your cover letter and resume as a PDF file attachment to matt@roguefarmcorps.org with "Portland Chapter Coordinator Application" in the subject line.

In your cover letter please address the following questions and anything else you feel would be helpful to the selection committee:

- 1) Why do you want this job and what would you bring or add to this position/organization (lived experience, values, vision)?
- 2) Describe any experience you may have with farming or food systems.
- 3) Describe your experience with or ideas about creating positive learning environments.

Rogue Farm Corps is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.