

Changing Hands Event Contractor

Reports to: Changing Hands Program Director

Employment Type: Part-Time; Temporary; Independent Contractor; 6-12 hours / week (with more hours in October-November)

Location: Anywhere in Oregon (remote / work from home)

Start date: October 1, 2021

End date: March 25, 2022

Compensation: \$25/hour. Requires the use of your own cell phone and computer.



ROGUE FARM CORPS

Position Description

The Changing Hands Event Contractor will assist in the planning and implementation of RFC's Changing Hands virtual workshop series during the winter of 2021-2022. This position will be responsible for event logistics including outreach, setting up events in Eventbrite, communicating with attendees, administering scholarships, coordinating with presenters, conducting post-workshop evaluations, and facilitating tech support at workshops taking place over Zoom.

We anticipate more work happening in October and November, with a lighter workload December through March. An approximate breakdown of hours is below:

October: 12 hrs/week

November: 10 hrs/week

December: 8 hrs/week

January: 6 hrs/week

February: 6 hrs/week

March: 6 hrs/week

Total contract not to exceed 200 hours or \$5,000.

Organization Background

Mission: Rogue Farm Corps trains and equips the next generation of farmers and ranchers through hands-on educational programs and the preservation of farmland.

Vision: RFC envisions a world in which land is deeply cared for, power is equitably shared, and farms, ranches, and the people who work them flourish.

Rogue Farm Corps (RFC) was founded in 2004 by a community of southern Oregon farmers who recognized the need for beginning farmer training and shared a commitment to mentoring the next generation. Since that time, Rogue Farm Corps has grown to become a leader in beginning farmer and rancher education. Our Internship and Apprenticeship programs combine classroom and field-based learning with immersive, hands-on training on a diverse network of

commercial farms. Program participants also learn about food justice, the history of the US food system, and how to help build a more just, equitable, and Earth-sustaining agricultural system.

RFC's Changing Hands Program addresses the interrelated issues of access to land, farm succession, and the threats facing Oregon's farmland. This program provides education, training and technical assistance to beginning farmers seeking to build their businesses and access land and capital, and helps retiring farmers plan for the succession of their farmland and farm businesses. Our annual workshop series brings these two audiences together in order to make connections, help facilitate an intentional intergenerational transfer of farmland, and protect Oregon's agricultural land base for future generations of farmers.

Position Responsibilities

1. Set up Eventbrite events and Zoom links
2. Administer scholarships
3. Send pre-program reminder emails and follow-up emails
4. Communicate with presenters
5. Outreach
 - a. Email
 - b. Social media
 - c. Follow-up phone calls
 - d. Community calendars
6. Act as the point of contact for registration support
7. Facilitate evaluation surveys at the end of workshops
8. Zoom tech support: set up breakout rooms, pre-load polls for presenters, manage recordings, help attendees troubleshoot any technical issues
9. Participate in weekly check-in with supervisor
10. Other tasks as assigned

All duties supported as necessary by RFC's Changing Hands Program Director.

Required Competencies

1. Commitment to RFC mission
2. Commitment to equity and inclusion
3. Excellent attention to detail and organizational skills
4. Solid verbal and written communication skills
5. Dedicated to supporting a positive group learning environment
6. Self-directed, good time management skills, experience working independently and collaboratively
7. Competency with Google Drive, Google Docs, Google Sheets, and Gmail; experience hosting events using Eventbrite and Zoom is a plus
8. Able to connect with people and communities of various backgrounds and identities

Working Conditions

1. Flexible work schedule that includes some evenings.

2. All of RFC's staff work remotely, connecting with other staff via Zoom video conferencing, email, messaging, and conference calls. A good internet connection and phone service are necessary. A home office is highly recommended as no office is provided.
3. Must be self-directed, excellent with time management, and have experience working independently.

Apply

Please apply by emailing a cover letter and resume as one PDF file to geoffrey@roguefarmcorps.org with "Changing Hands Contractor" in the subject line. Please keep your cover letter to 500 words or less.

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

What would you bring to this position (lived experience, values, skills)? What is your experience with equity work and systems of power, privilege, and oppression? Please also share any past experience you have with event coordination.

Deadline for applications is 5pm on Friday, September 17th.

Questions about this position? Contact geoffrey@roguefarmcorps.org.

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.