Portland Chapter Coordinator

Reports to: Education Director
Employment Type / Hours: Part-time, salaried; 0.5 FTE (20 hours/week) with opportunity to grow
Location: Portland, OR area (work from home and at area locations)
Start date: Mid-February 2022
Timeline: Application deadline January 30, 2022
Compensation: Starting salary is $21,000 per year, or $404 per week for a 20 hour work week. Benefits include flexible work schedule, paid vacation/holiday/sick leave policy, employer-paid health insurance, home office stipend, and 1% IRA retirement account match. Requires the use of your own personal vehicle (mileage reimbursed), cell phone, and computer (monthly phone and internet stipend provided).

Our organization is committed to building a diverse staff and strongly encourages applications from individuals who identify as Black, Indigenous, and/or a person of color.

Organization Background

Mission: Rogue Farm Corps (RFC) is an Oregon non-profit that 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.

Values:
- ★ Stewardship - protecting farmland and promoting agricultural practices that restore water, soil and biodiversity.
- ★ Mentorship - sharing knowledge and experience across generations through hands-on, experiential education and learning.
- ★ Collaboration - joining forces with partners and allies to advance shared goals and act together for a livable future.
- ★ Systemic change - addressing disparities in the food system to achieve equitable access to education, training, land, and capital, and building diverse, adaptable communities able to thrive in a changing climate.

Programs:
RFC’s Internship and Apprenticeship farmer training programs offer aspiring farmers connections to partner commercial host farms which provide real-world hands-on experience, training, and mentorship at their operations. To augment these on-farm experiences, RFC facilitates an introductory and an advanced educational event series which include classes, farm tours, and discussions that provide participants with opportunities for networking as well as exposure to additional ideas, concepts, skills, and practices. RFC educates aspiring farmers in holistic, regenerative agricultural practices as well as food justice, the history of the current agricultural system, and how to help build a more just, equitable, and Earth-sustaining food system. RFC's farmer training programs equip beginning farmers with the knowledge, skills and experience they need to create successful careers in agriculture.

These programs are centered in our current Oregon chapter locations: the Rogue Valley and Portland Metro.

RFC's Changing Hands Program helps beginning farmers build farm businesses, access land, and secure capital by providing educational and networking workshops and 1-on-1 technical assistance.

Commitment to Equity, Anti-racism, and a Culture of Care
RFC is committed to engaging in an ongoing learning process around privilege, power, inequality and systems of oppression, and using our organizational power to be an agent of positive change. As a historically white led organization, RFC is working to lift up the voices and knowledge of BIPOC (Black, Indigenous, and People of Color) farmers, to become a more equitable, diverse and anti-racist organization, and to transform the field of agriculture.

Our organizational culture is highly collaborative, and the contributions and perspectives of all staff members are valued and appreciated. RFC’s staff and board have a high degree of alignment in our work to center equity in agriculture, and we are constantly striving to learn, grow, and evolve as people and as an organization. We practice a culture of care and honor each other as whole people. Because everyone at RFC works remotely, our work environment also requires a high level of independence, communication, and personal accountability.

Position Description
The Chapter Coordinator manages RFC’s farmer training programs in the Portland, Oregon area. The Coordinator helps train and equip new farmers via the entry-level Internship and advanced Apprenticeship programs by planning and facilitating educational events, 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 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.
Additionally RFC is exploring the potential to develop entry-level teaching farms in partnership with other organizations in each chapter location. The Portland Chapter Coordinator will be involved in these conversations and new program development as relates to the Portland Chapter. When a new partnership is funded, the chapter coordinator will have the opportunity to increase their hours and provide direct part-time on-farm training at a partner teaching farm site to a group of entry level aspiring farmers.

**Specific Duties**

1. Recruit host farmers that meet RFC’s guidelines, in collaboration with Education Director
2. Support host farmers in developing their on-farm curricula or skills checklist and on-farm agreements / employee handbooks.
3. Conduct outreach efforts online and in-person to increase program visibility and recruit aspiring farmer applicants.
4. Evaluate written applications to the farmer training programs.
5. Keep up-to-date records for participants and host farms.
6. Adapt RFC’s class and discussion topics to the local agricultural community by collaborating with farmers, agricultural professionals, and other partners in creating a local educational event series and other program events.
7. Schedule the educational event series to best fit the needs of program participants, partners, instructors, and host farmers.
8. Help plan and facilitate orientations for new participants.
9. Organize and facilitate all classes, farm tours and other participant events in the chapter in collaboration with local instructors/leaders. Typically this means leading introductions, keeping track of time, leading certain educational activities, creating and reminding participants of group agreements, checking for understanding, making program announcements, and gathering feedback.
10. Take photos for use in social media and other outreach.
11. Send weekly program updates to current participants and host farmers.
12. Provide one-on-one support to host farmers and participants throughout the program season. Act as a resource for all host farmers and participants.
13. Provide positive and constructive feedback to host farmers and instructors.
14. Co-facilitate annual host farmer orientation and debrief meetings.
15. Support Education Director in arranging ongoing professional development for host farmers.
16. Contribute to ongoing program and organizational communication, development, and improvement via regular online meetings with RFC staff and other internal communication.
17. Attend occasional conferences, trainings, meetings, and retreats.
18. Assist in the creation of content for organizational communications efforts.
19. Coordinate local fundraising events (with Development Director) and support other organizational events.
20. Coordinate and collaborate with other agriculture and food systems partners in the region.
Required Competencies

1. Commitment to RFC mission, vision, and values
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. At least two full seasons of farm experience in the realm of sustainable crop production, market gardening, or equivalent
4. Ability to foster a positive, equitable group learning environment and attend to the needs and goals of the group and individuals
5. Ability to use online applications including email, calendar, Google Drive, Google Docs, and Google Sheets and willingness to learn new online tools as needed
6. Ability to work independently and as part of a collaborative remote team
7. Good organization and time management skills including self-motivation to work remotely and complete tasks in a timely manner
8. Excellent 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. Basic understanding of social justice concepts and commitment to applying them to the Chapter Coordinator role

Preferred Qualifications

1. Experience teaching or training people in sustainable farming skills and concepts, especially as relates to organic mixed vegetable production
2. Commitment to and understanding of soil health and soil biology as well as agricultural practices that foster them
3. Knowledge of or experience with local food systems
4. Strong connections to Black, Indigenous, Latinx, or other communities of color and other underserved populations
5. Commitment to continuous learning
6. Experience coordinating 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 20 hours/week, allowing for seasonal and weekly fluctuations.

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 within local chapter region and occasional out of local area travel (travel reimbursements provided).
4. Must confirm monthly schedule with Education Director.

5. Approximate activity breakdown by percentage of time: 40% working independently, 30% 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 30-90 days. The Education Director will conduct subsequent evaluations at least annually.

**Apply**
Please apply by emailing your cover letter and resume as a single combined PDF file attachment to matt@roquefarmcorps.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 your experience with farming and food systems.
3) Describe your experience with or ideas about creating positive, equitable 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.*