



SOUTHEASTERN MASSACHUSETTS AGRICULTURAL PARTNERSHIP
www.semaponline.org

Program Coordinator

Reports to: Executive Director

Application Deadline March 29, 2019

SEMAP is dedicated to preserving and expanding access to local food and sustainable farming in southeastern Massachusetts through research and education. We serve farms, farmers, and the communities of southeastern Massachusetts with our primary service area covering Bristol, Norfolk, and Plymouth counties.

POSITION SUMMARY: The Program Coordinator will plan and coordinate workshops and events for several grant-funded projects, as well as contribute and support special projects as assigned and necessary. This person will represent SEMAP as an initial point of contact in variety of settings. This is a 15 to 25 hour a week, grant-funded position for one year.

RESPONSIBILITIES:

Implement programming for multiple SEMAP grants and projects
Organize workshops & events to meet grant objectives
Facilitate 1:1 sessions for beginning farmers and marketing grants
Help coordinate major fundraising events

PREFERRED QUALIFICATIONS:

- Knowledge of and commitment to the nonprofit sector, especially local food and sustainable farming.
- Organization skills; strong verbal and written skills, cordial, energetic and flexible; possess sound judgment, including the ability to use discretion and maintain a high level of confidentiality.
- Ability to multi-task and prioritize in a dynamic work situation as well as work alone and self-manage.
- Must have excellent organizational, interpersonal and communication skills and the ability to telecommute.
- Knowledge of Microsoft Office Suite, Google shared documents. Development software experience a plus.

Please submit cover letter, resume and three references to:

Karen Schwalbe
Southeastern Massachusetts Agricultural Partnership
P.O. Box 80625
South Dartmouth, MA 02748-0625

Or email PDF to: jobs@semaponline.org