**Retreat Coordinator Position Announcement**

**Applications Close: July 15, 2021**

**About Our Ecosystem:**

Five BIPOC-led organizations in the northeast, [Black Farmer Fund](https://www.blackfarmerfund.org/), [Corbin Hill Food Project](http://corbinhill-foodproject.org), [Farm School NYC](http://www.farmschoolnyc.org), [Northeast Farmers of Color Land Trust](https://nefoclandtrust.org/) and [Soul Fire Farm Institute](https://www.soulfirefarm.org), are collectively seeding a Black Food Ecosystem. We came together in 2020 to explore the ways our work already intersects, to bring more intention to our collaborations and synergies, and to envision the work we can only do together.

Together, we charted our North Star: We envision Black and Brown folks on land, in right relationship with land and each other, and with all the support they need to thrive, shifting of power and ownership in everything that we do. Our vision includes us in practice together, working together in interdependence and collaboration healing amongst our communities between Black and Brown peoples, creating more possibility and choice for those around us and who come after us.

Our organizations are freeing our people through nutrition, food, health, community, economic development, agrarian knowledge transfer, and land access for Black communities in the Northeast with an epicenter in New York State. Our collective contribution to Black liberation is: creating a coordinated, streamlined pathway to Black farmers’ success by: 1) Supporting NYS Black farmers to own and operate successful farms by facilitating access to financial capital, land, and social networks that educate policymakers, 2) Fostering collective governance and shared democratic decision-making over financial resources and investments in our Black food system, 3) Connecting Black farmers and larger markets, which bolsters local food systems and reduces carbon footprints, and 4) Increasing Black farmers’ access to innovative, culturally relevant and climate-resilient training and technical assistance.

We have shared values, shared community and shared work. We have successfully applied for shared funding. Now we need to share space to chart our way forward together with more focus and intention than our twice monthly calls allow.

**About the Position:**

**We seek a coordinator to help us organize the logistics, agenda, facilitation, accommodations and other aspects of an in-person, multi-day retreat for approximately 20 people to be scheduled for fall 2021.** This is a temporary consultant position. This project is a collaboration between all five ecosystem partners, and this position will be hired as a consultant through Black Farmer Fund. Compensation will be capped at $6,000 for the scope of work (as will be outlined in the project plan). Candidates will be asked to provide a proposal outline including their pay rate, and estimate hours for project completion including major milestone breakdowns.

**Scope of Work:**

**Retreat Planning**

* Schedule retreat with five organizations
* Research retreat spaces and select one with consensus among ecosystem partners
* Lead the process for finding a retreat facilitator or facilitation team, with guidance from Ecosystem partners
* Work with facilitators and ecosystem partners, working with them to develop and finalize retreat agenda
* Serve as liaison between retreat center and ecosystem partners, coordinating meals, accommodations, onsite and offsite activities and/or site visits
* Manage retreat budget with assistance from Black Farmer Fund staff
* Coordinate all travel arrangements for retreat facilitators and ecosystem partners

**Retreat Coordination**

* Ensure smooth logistics on-site for ecosystem partners and facilitators
* Ensure retreat is well documented, including notes and photography, and additional documentation as determined

**Retreat Follow-Up**

* Ensure all expenses are tracked and vendors are paid on a timely basis, with support from Black Farmer Fund
* Finalize notes and next steps with retreat facilitators

**Employment Definition:**

This is a temporary consultant position. This project is a collaboration between all ecosystem partners, and this position will be hired as a consultant through Black Farmer Fund. Compensation will be capped at $6,000 (estimated at 80 hours at $75) for the scope of work (as will be outlined in the project plan). Candidates will be asked to provide a proposal outline including their pay rate, and estimated hours for project completion including major milestone breakdowns.

**Required Skills + Qualifications:**

* Strong political, racial, class, and gender analysis of food justice, labor, capital and Black liberation
* Experience facilitating collective decision-making among diverse partners using various methods including consensus, democratic, consent et cetera.
* Ability to work with diverse groups of people, including partner organizations.

*Preferred Skills + Qualifications:*

* Event management experience
* Knowledge of Instagram, LinkedIn, and other social media platforms and best practices

**Overview of Application Process:**

**Step 1:**

* Fill out our [Consultant Application Form](https://docs.google.com/forms/d/e/1FAIpQLSdGg3qogHrge1j1KHhF6VSMV1AK1uFH8xDdK6wTrnTmSzL-vw/viewform?usp=sf_link) and attach your CV/resume (no cover letter is needed). Applications will be reviewed starting June 30, and accepted until July 15, 2021. Ideal start date is August 1, 2021.

**Step 2:**

* Finalists will be invited to have a conversation with our partners.
* Questions can be directed to careers@blackfarmerfund.com

As an Equal Opportunity Employer, Black Farmer Fund is committed to creating a workplace that respects and values diversity of cultural, ethnic and experiential backgrounds. People of color, differently-abled people and LGBTQI persons are strongly encouraged to apply.