



JOB POSTING

August 10, 2023

Position: Event Coordinator

Reports to: James Harrison

Hours: 250-275 (*approx. 15 hrs./week*)

Term: August 20 - December 15

Fee for service: \$7,500

Location: Remote, in Massachusetts

Start date: August 20, 2023

About the MA Food System Collaborative

The MA Food System Collaborative was established in 2016 to promote, monitor, and facilitate implementation of the MA Local Food Action Plan. The Plan is a comprehensive set of recommendations toward a sustainable, equitable food system for the Commonwealth. The Collaborative works to encourage progress toward the goals of the Plan through education, networking, and advocacy. Learn more about the Collaborative at www.mafoodsystem.org.

Position description:

The Event Coordinator will be responsible for organizing the 2023 MA Food System Forum. Around 250 food system leaders will attend the one-day conference in Worcester on December 8, 2023. The goals of the gathering are to provide a space to learn, share ideas, and meet others to ultimately create a MA food system that is more sustainable, equitable and resilient. The Coordinator, in partnership with Collaborative staff, will communicate with Forum speakers, attendees, sponsors, and conference hosts. They will ensure that the event is well attended, well organized, informative, and creates a more connected MA food system.

Responsibilities:

Manage registration

- Set up Eventbrite
- Respond to requests for information, tickets, changes
- Manage the waitlist
- Create and email invoices to registrants that request them
- Set up scholarship application

- Respond to scholarship applications

Manage sponsorships

- Follow up with sponsors that are interested about their check and logo
- Add logos to website, Eventbrite, Facebook, and the event program

Manage day of logistics

- Print needed materials
- Arrange signage and other materials
- Organize the registration table
- Ensure AV is working
- Take photos during the day
- Serve as the point person for staff and attendees during the day

Manage volunteers

- Secure volunteers, often graduate students
- Write instructions and communicate with them ahead of the conference date
- Serve as the point person for the volunteers during the day

Assist in communicating with the conference venue

- Help to find the appropriate space
- Tour the space
- Help to determine where workshops and other events will take place
- Ensure the menu is locally sourced and appropriate for many diets

Qualifications

Experience with event management

Ability to communicate clearly in writing

Experience working in diverse communities

Interest in food, agriculture, and systemic change

Proficiency in Microsoft Office

Photography experience a plus

Ability to work independently

Excellent organizational skills and attention to detail

Flexibility, maturity, and a sense of humor

Please submit a resume and cover letter to brittany@mafoodsystem.org and jharrison@mafoodsystem.org