



Position Available: Communications Administrator

32 hours (with the possibility of full-time)

The New Mexico Farmers' Marketing Association (NMFMA) is a non-profit educational organization dedicated to strengthening the local food system by supporting agriculture producers and cultivating strong networks for a healthier New Mexico. We envision a food system where farmers earn a fair price for their products, and where fresh, healthy, culturally appropriate food is available and affordable for everyone.

POSITION DESCRIPTION:

The Communications Administrator is a key member of the NMFMA's team. While the job is largely administrative, it also includes creative thinking and independent projects. The successful candidate will provide key internal support, with the opportunity to work with diverse external partners. The ideal candidate will be able to effectively manage and meet multiple project deadlines, have proven writing and editing skills, be able to adjust workflow as immediate editing needs occur, have basic knowledge of website management (WordPress, etc.) or be willing to learn, assist with trainings and events; and work within a vibrant non-profit environment.

REPORTS TO: Engagement Director

RESPONSIBILITIES: The job may include, but is not limited to, the following activities:

Communications and Outreach (60%)

- Write two newsletters a month to association members and interested parties
- Update website content for multiple websites on two different platforms
- Help develop and write brochures, flyers, and other marketing materials
- Draft and send broadcast emails to members, partners, and consumers
- Edit staff reports and outgoing communication

General Program Support (40%)

- Provide research project assistance, such as data input
- Assist with organizing the NMFMA's Annual Conference, farmer trainings, and other events
- Interact with external partners for program support
- Support Double Up Food Bucks program partner outreach
- Support various promotional programs
- Support general office activities

QUALITIES WE'RE LOOKING FOR INCLUDE:

- Commitment to the NMFMA's mission, vision, and values
- Proven writing and editing skills
- A self-starter comfortable working in a team environment
- Highly organized with excellent record-keeping skills
- The ability to set and meet deadlines
- Knowledge/comfort with basic website updates (WordPress, etc.) or a willingness to learn
- Strong attention to detail and ability to manage multiple projects and deadlines
- Experience with agriculture, food systems, non-profit, or other training programs

OTHER:

Employee must live in New Mexico. Open to remote work if employee has high-speed internet access and a willingness to travel to the Santa Fe home office twice per month. Employee can also work in the Santa Fe home office. The NMFMA is committed to diversity and inclusion in its hiring practices.

SALARY RANGE AND BENEFITS:

Salary range: \$17 - \$22/hour. Health insurance, generous vacation, paid holidays, and more.

HOW TO APPLY: Send a cover letter, resume, and writing samples as PDF attachments to: questions@farmersmarketsnm.org with "Communications Administrator" in the subject line.

DEADLINE: Open until filled