

Job: Farming Programs Coordinator

Full-Time Staff Position

Remote location in New Mexico is okay but must have regular access to high-speed internet and the ability to travel occasionally, as needed.

SALARY RANGE AND BENEFITS:

\$18 - \$23/hour (\$37,440 - \$47,840 per year), depending on experience
Includes 100% health insurance coverage, generous vacation, paid holidays, and more

HOW TO APPLY: Send a cover letter and resume to: questions@farmersmarketsnm.org with “Farming Programs Coord.” in the subject line.

ABOUT THE NMFMA:

The New Mexico Farmers’ Marketing Association (NMFMA) is a non-profit educational organization dedicated to strengthening the state’s 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.

JOB DESCRIPTION:

The Farming Programs Coordinator will provide key support for programs that deliver quality training opportunities to New Mexico farmers and support numerous other statewide farmer-focused programs. In this role, you will:

- Bring your commitment to high-quality communications for partner relationships
- Utilize your strong organizational skills to coordinate programs, manage deadlines, track data, and keep records
- Work closely with a variety of food system partners to deliver trainings and services
- Be a self-starter who takes initiative to develop and maintain programs
- Coordinate trainers and others in team environments
- Proactively assess project and partner needs
- Utilize technology tools to ensure effective communications, information access, and data accessibility

The position is highly administrative so you should be prepared to spend up to 100% of your time on a computer. (During non-Covid times, in-person trainings may create more variety of training locations.) There is room for intellectual creativity as the Coordinator can develop new systems and/or tools to manage programs, can contribute to the strategic direction of the organization, and can participate in additional program activities they are passionate about. The job may require occasional travel (in-state) and may require renting cars, and occasional lifting of boxes (at conferences, etc.).

The ideal candidate will have an interest in local food and farming, and/or knowledge of food safety/quality assurance. Spanish language skills a plus.

Required skills/knowledge: Highly organized; high attention to detail; ability to coordinate multiple projects, people, and information; ability to work independently; familiarity with software/tools such as Microsoft Office, Google Drive, and Zoom; comfortable learning new technology platforms such as membership software, learning management software, etc.

REPORTS TO: Executive Director

(cont.)

PROGRAMS:

• Food Safety Training for Farmers

Coordinate multiple annual trainings for farmers. This includes both in-person and online classes. Duties include:

- Coordinate trainers, create online event registration, invite farmers by email blasts, coordinate virtual classroom, assist farmers with online learning platform, secure host farm for in-person classroom locations, coordinate lunch, materials, evaluations, etc.
- Help archive and create food safety resources for farmers
- Help develop food safety training curriculum by working with the trainers
- Update summary documents with training statistics
- Provide support to community partners who want to adapt the training

• New Mexico Grown (Farm to School) Liaison and Quality Management System (QMS) Administrator

Serve as key coordinator/liaison for the New Mexico Grown partner network. This includes:

- Coordinate the various communications for farmers and NM Grown network
- Coordinate farmer application process and organize “desk audit” review process for the NM Grown Approved Supplier Program. The desk audits include creating and organizing farmer applications, managing a review team of food safety trainers, overseeing the review process, and finalizing the spreadsheet for the Approved Supplier List of farmers.
- Implement and maintain NM Grown Approved Supplier Program Food Safety Quality Management System (QMS) by updating protocols.
- Develop tools/platform (such as Google Drive) for sharing data among partners.

• USDA Regional Food System Partnership Grant:

- Assist project manager and executive director with communications support as needed
- Provide tech support (ie Zoom meetings) occasionally when needed
- Participate in developing “Food Quality” working group

• Business and Production Planning Workshops for Farmers

- Help plan and coordinate several annual production planning and “Wholesale 101” training workshops for farmers. Work with the NMFMA's Executive Director, Value Chain Coordinator and other partners to develop plans, materials, etc.

MISCELLANEOUS PROJECTS:

• Farmer Grants Programs (when available)

- Help staff execute programs: create grant applications, collect grantee documents, maintain tracking spreadsheets, applicants follow up, organize information for grant reporting

• Value Chain Coordinator Assistance

- Help collect sales data when needed

• Marketing and Communications Support

- General staff support for annual promotion projects
- Miscellaneous overflow with tasks such as following up with market managers by phone, editing materials, etc.

• Conference Assistance

- Help with outreach at local conferences, assist with general duties at the NMFMA's annual conference