

**Maine Coast Heritage Trust
Position Description**

Midcoast Farmers Alliance Project Coordinator

Department/Division: Stewardship
Reports To: Aldermere Farm & Erickson General Manager
Effective Date: January 2023
Status: Temporary Part-Time
Classification: Non-exempt

GENERAL SUMMARY:

Maine Coast Heritage Trust (MCHT) created the Midcoast Farmers Alliance (MFA) in 2015, as a way to connect with local farmers to find tangible ways that the organization could support agriculture in the Midcoast area. A few themes that continued to come up through conversations was the need for a space for aggregation, rental storage space, potential commercial kitchen space and the need to find ways to connect farmers with support resources.

To support the MFA in navigating its next steps to manage the Alliance's immediate and future goals, Maine Coast Heritage Trust is seeking a part-time, temporary project coordinator.

Under the general supervision of the Farm Preserves Director, this position is responsible for soliciting and managing volunteers to establish tangibles like a work group plan, budget and market analysis and helping define and collect data from Midcoast farmers to start answering these questions:

1. What infrastructure/processing is needed in the Midcoast area?
2. Is it possible to create that need at the union site?
3. Is it financially feasible to buy the property?

This position will be for three months, ~8+ hours per week. Ideally starting in February 2023 and completing in April 2023, with a potential expansion.

ESSENTIAL JOB FUNCTIONS:

- Manage/run weekly meetings with the working group
- Delegate projects to volunteers (follow-up and manage)
- Keep local community and the whole Midcoast Farmers Alliance membership in the loop on a monthly basis (e-news, listening sessions, press releases, etc.)
- Research financial opportunities (grants, programs, sponsors, investors)
- Support the group in creating a work group plan, budget and market analysis.

SUPERVISORY RESPONSIBILITY:

- While not directly supervising staff, this position will direct volunteers and members of the Midcoast Farmers Alliance.

EDUCATION & EXPERIENCE:

- Degree in the field and three-to-five years of program or event coordination/management experience, evidence of strong interpersonal and written communications skills and experience working on many diverse projects with a variety of people.

QUALIFICATIONS:

- Excellent leadership, project management, organizational and problem-solving skills
- Excellent interpersonal and oral communication skills
- Excellent project management, problem-solving skills
- Excellent analytical skills
- Excellent written communication skills
- Excellent interpersonal oral communication skills
- Ability to work independently and as part of a team
- Ability to promote and maintain positive public relations and to interact with a wide variety of people
- Ability to communicate clear expectations and strategic goals to staff and volunteers
- Ability to coordinate projects with volunteers/supervisor in the Midcoast Farmers Alliance collaboratively, including accepting positive feedback and constructive criticism to complete the tasks more effectively.
- Computer skills – basic word processing and spreadsheet skills preferred, ability to use Google docs required.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed at event sites or in a normal office environment. Operates computer, printer, photocopies, scanner, telephone system, and other office equipment. At times, the work requires extended sitting and repetitive motion in the use of a computer, keyboard, and mouse.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Maine Coast Heritage Trust does not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We are an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission

TO APPLY: Send cover letter and resume to search@mcht.org with “MFA Project Coordinator” in the subject line. The deadline to apply is January 28, 2023.