



Job Description: Operations Coordinator

Who We Are: The Farm-Based Education Association (FBEA) was established in 2006 to support the professional needs of the fast-growing farm-based education community. Through professional development events, support materials, and online resources, we inspire, nurture, and promote the individuals and organizations committed to this very important work. The FBEA was founded by an enthusiastic group of experienced farm-based education organizations who continue to support the organization.

Position Summary: The demand for the work of FBEA has grown rapidly over the past three years. To expand the capacity of the organization to meet this demand, the organization seeks an Operations Coordinator to support and enhance all programs and administration. The Operations Coordinator will join the founding Executive Director and the very active board of the FBEA in carrying the work forward.

This is an exciting opportunity to help to shape the development of the Farm-Based Education Association. The Operations Coordinator will work closely with the Executive Director in all facets of the organization, including:

1. Financial Management: (bookkeeping and budgeting)
2. Membership Program- (manage phone and email inquiries, develop relationships, communication),
3. Grant Management and Development support: (grant writing, reporting, memberships)
4. Board Support (communications, meetings, and committee support)
5. Web site maintenance
6. Program support (registration, accounting, logistics, communications)

The ideal candidate will be a self-starter who is energized by the opportunities and challenges of nurturing and growing a new organization. We are looking for a candidate who enjoys collaborating with many different stakeholders. A sense of humor, flexibility, and a love of farm-based education will go a long way.

This position is half time. The organization is based in Concord, Massachusetts at the Minuteman National Historical Park. The salary is contingent upon past experience and qualifications.

Qualifications:

- Experience in the non-profit sector (management/administration preferred)
- Excellent writing, communication, and organizational skills.
- Experience with a farm-based education program preferred.

To Apply: Please send cover letter and resume to jobs@farmbasededucation.org

Electronic applications only. Deadline for submission is June 22, 2009