

Appalachian Sustainable Agriculture Project (ASAP)

Position: Events Coordinator, Local Food Campaign

Supervisor: Program Manager

Classification: Full Time = 40 hours, exempt

Purpose: The Events Coordinator provides coordination and management for program and fundraising events and will coordinate and manage volunteers and interns.

Responsibilities include, but are not limited to:

Event Coordination

- Plan, oversee, and coordinate all aspects of ASAP events such as the Business of Farming Conference, the Farm Tour, workshops, etc., with appropriate program staff
- Facilitate activities and promotions with farmers, businesses, farmers markets, and community partners
- In conjunction with the development director, facilitate organization of fundraising and partnership events
- Work with the communications team on promotions and materials for events
- Work with program directors to create event budgets and ensure budgets are met
- Work with development director to identify sponsorship opportunities and maintain ongoing relationships with sponsors and supporters
- Evaluate event success and provide reports to the organization

Volunteer and Intern Coordination

- Manage and implement intern program
- Assess organization intern and volunteer needs and recruit, hire, train, and organize interns and volunteers
- Work with the administrative team to maintain volunteer and intern data, policies, background checks, and other administrative needs
- Maintain appropriate volunteer and intern information in database

Other

- Community partnership building
- Attend staff and other appropriate meetings and participate in organization planning
- Use of personal vehicle for work related travel and events (mileage reimbursed)

Knowledge, Skills, and Experience

- Event management and event production experience
- Background in working with staff, students, and volunteers

- Comfortable with public speaking
- Marketing and public relations skills, especially with regard to social media
- Experience working with digital media
- Experience with programs like Salesforce and Google Suite
- Highly detail-oriented with strong management skills
- Motivated self-starter with ability to work independently
- Track record of successful, complex project implementation
- Ability to communicate effectively, both verbally and in writing; bilingual (English/Spanish) a plus

Required

- Must be able to pass a background check
- Ability to regularly lift and/or move up to 30 pounds without assistance

ASAP is currently a qualifying employer for the Public Student Loan Forgiveness (PSFL) Program.

Compensation

The salary is commensurate with an early-career position. Benefits include an employer match retirement plan, paid time off, paid sick time, and paid holidays. Specific benefits are outlined in the employment offer letter. This position has in office and work from home options available.

To Apply

Email a cover letter, resume, and three references as attachments and with the email subject line: 2021 LFC EVENTS COORDINATOR to jobs@asapconnections.org. Please include your compensation expectations in your cover letter. Submit attached documents in PDF or Google Docs format. Due to the volume of applications we receive, we are unable to respond to all applicants.

This posting will remain open until filled. Applications accepted only by email. **Please do not call or come by the office.**

ASAP is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national or ethnic origin, disability, sexual orientation, gender identity, political beliefs, creed, marital status, genetic information, veteran status, or any other classification protected by applicable law.