

New Jersey Agricultural Society
Outreach & Engagement Coordinator
Job Description

The New Jersey Agricultural Society (NJAS) is seeking to hire a motivated individual to coordinate outreach and engagement efforts for its programs across the state. Specific responsibilities described below.

Location

The position is partially remote, however, it requires regular in-person visits to various locations throughout the state, such as staff meetings and events at NJAS facilities, gleanings at private farms, community events, school garden events, workshops, conferences, etc.

Outreach & Engagement

- Organize and manage food packing and distribution events
- Work with Gleaning Coordinator to coordinate group gleaning schedule, maintain gleaning receipts, timesheets, and volunteer records, and plan and execute any related events
- Work with other staff members to coordinate volunteer efforts at the NJAS facility
- Coordinate other volunteer events as needed
- Represent NJAS and its programs at relevant community events, workshops, seminars, forums, conferences, stakeholder meetings, etc. to share educational and promotional materials, engage with the public, recruit new volunteers, members, and partner farms
- Engage local leaders with NJAS programs in their communities
- Coordinate educational and informational materials on mission-related topics
- Assist with managing and promoting membership program
- Facilitate connections for the New Jersey Agricultural Leadership Development Program with NJAS, trustees, members, and other stakeholders

Marketing & Fundraising

- Assist with executing social media and public relations strategies, and with maintaining and managing the website and social media accounts
- Assist with designing and coordinating promotional materials
- Coordinate donation jar collections
- Assist other staff and partners with organizing and managing fundraising events
- Assist with grant proposals and narratives
- Assist with developing new cause marketing partners

Leadership

- Participate in organizational strategic planning
- Assess volunteer needs, recruit and manage volunteers
- Pursue professional development opportunities
- Attend NJAS Board of Trustee meetings as requested and prepare appropriate reports

Qualifications

- Strong written and verbal communication skills; excellent organizational skills
- Physical ability to work outside in difficult conditions and lift up to 40 pounds
- Valid driver's license

- Ability to nurture and build relationships with compassion and positive energy
- Computer proficient – including social media, Google Workspace
- Experience driving a box truck preferred
- Volunteer management and/or agricultural experience preferred
- Associate degree or higher in related field preferred
- ****FLEXIBILITY**** to accommodate last-minute scheduling changes and additions, adverse weather cancellations, weekend needs

Compensation

This is a part-time position, 30 hours/week, 50 weeks/year, for an annual salary of \$36,000. Additional hours/compensation possible for special projects, as assigned by the Executive Director and approved by the Board of Trustees.

Application

To apply, please email a letter of interest and resume with references to njagriculturalsociety@gmail.com with the subject of "Outreach & Engagement Coordinator Application" by **Friday, April 15, 2022**.