



## ORGANIC FARMERS ASSOCIATION

### Job Opening: Equity Project Manager

#### ORGANIZATIONAL BACKGROUND

Organic Farmers Association works to provide a strong and unified national voice for domestic certified organic producers. We strive to build and support a farmer-led national organic farmer movement and national policy platform by: developing and advocating policies that benefit organic farmers; strengthening and supporting the capacity of organic farmers and farm organizations; supporting collaboration and leadership among state, regional and national organic farmer organizations; and collaborating with other organic organizations. OFA is farmer led and controlled, making sure that farmers drive the organization's policy positions and provide an authentic voice for organic farmers in Washington, D.C. OFA envisions a future where organic agriculture is the basis of a viable United States food and agricultural policy and production system. Since our founding in 2016, OFA has developed a strong policy platform that captures the policy priorities of organic farmers. Our annual grassroots policy development process keeps our policy work current and focused on what farmers need most.

#### POSITION OVERVIEW

Organic Farmers Association is seeking an Equity Project Manager to lead a coalition of national organic organizations as they work towards centering racial equity in the organic movement.

This position is grant funded for one-year, with the possibility for contract extension.

The position offers a great opportunity for the right candidate to interact with deeply committed, expert organic organizations and racial equity facilitators and trainers across the United States. The successful candidate will manage the second year of this project - this second year is focused on building shared learning amongst organic professionals, and taking action to create a more inclusive and sustainable community of organic professionals that is better equipped to support a higher diversity of farmers interested in transitioning to organic.

This is a part-time, independent contractor position. OFA's administrative office is in Spirit Lake, Iowa, but this position is fully remote. People of color are strongly encouraged to apply. The Equity Project Manager collaborates closely with the Executive Director.

#### ROLES AND RESPONSIBILITIES

- Coordinate all aspects of the USDA-funded project including monthly progress reports, budget management, monthly steering committee meetings, project goals and deliverables, and final reports.
- Maintain [project website](#) with deliverables and manage sharing deliverables for dissemination with project partners.
- Facilitate consistent communication with sub-contractors and ensure timelines and deliverables are met.

- Lead monthly steering committee meetings to keep committee abreast of project development and gather input on future direction.
- Participate in meetings as needed with the USDA National Organic Program.
- Write an article on racial equity and the project for the Organic Voice magazine.
- Manage project events registration and communication to organic organizations.
- Support growing relationships among organic organizations and BIPOC-led farming organizations.
- Keep OFA's Executive Director apprised of project development on a regular basis.
- Other duties as identified by the Steering Committee.

## **QUALIFICATIONS**

### Skills

Minimum of 2 years of professional project management experience.

Undergraduate degree.

Knowledge about/strong interest in organic agriculture, organic certification, food systems, Deep commitment to diversity, equity, and inclusion, and experience tackling sensitive conversations.

Ability to think strategically about achieving project goals.

Demonstrated track record of managing people, projects, and deadlines that deliver results.

Excellent written and verbal communication skills.

### Qualities

Ability to interface with a diverse section of organic farmers from different commodities, markets, size, and regions in a clear, positive, and engaging manner.

Demonstrated ability to show initiative, achieve goals, and meet deadlines in a fast-paced environment.

Must be able to work independently as well as on a team.

Strong interpersonal skills; ability to build collegial relationships with organizational partners.

Willingness to be part of small but impactful team that advances the overall goals and activities of the organization.

Strong commitment to the mission, values, and goals of OFA.

## **CONTRACT DETAILS AND TIMELINE**

Contract position is for one year beginning October 1, 2022. Compensation is budgeted for \$18,720 at an average of 10 hrs/week. Because this is an independent contractor position, it does not include benefits, nor is it classified as an employee-employer relationship. OFA provides a great work environment with a collaborative and passionate team and flexibility. We look for team members who share our passion for viable, independent, real organic farms.

## **TO APPLY**

Submit your complete packet with "EQUITY PROJECT MANAGER" in the subject line via email to [jobs@organicfarmersassociation.org](mailto:jobs@organicfarmersassociation.org) **by September 6**. All qualified applicants should submit:

1. A cover letter stating your interest and qualifications
2. A resume outlining your skills and experience
3. Writing Sample
4. References: 2 professional and 1 personal

Please visit [www.OrganicFarmersAssociation.org](http://www.OrganicFarmersAssociation.org) to learn more.

Organic Farmers Association is an Equal Opportunity Employer. We believe a diverse workplace is crucial to the success of our organization and to a strong organic farming movement. We strive to create a safe and supportive office culture and workplace that encourages racial and social equity. OFA has a zero tolerance policy for discrimination of any kind, and we encourage all qualified applicants to apply no matter their race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status.