

# Service Opportunity Data Sheet

## Mennonite Voluntary Service



Jubilee North – Rochester NY

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**Position Title:** Food and Farm Education and Outreach Assistant

**Organization/Agency Name:** Northeast Organic Farming Association, New York, INC

249 Highland Ave.  
Rochester, NY. 14620  
585.271.1979  
fax 585.271.7166  
[www.nofany.org](http://www.nofany.org)

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### The Agency

NOFA NY, Inc is a statewide organization of consumers, gardeners, and farmers working together to create a sustainable regional food system which is ecologically sound and economically viable. Through demonstration and educational opportunities, we promote land stewardship, organic food production, and local marketing. NOFA NY brings consumers and farmers closer together to make high quality food available to all people.

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### The Job

The Food & Farm Education and Outreach Assistant will play an important role in providing support for our Education and Outreach Programs. This is a diverse position, which includes work in the community, work with member-farmers, work in the field, communications, some general office support, and support for our annual farming and gardening conference in Saratoga Springs, NY.

The Education & Outreach Program includes annual education conferences, on-farm workshops, and general consumer outreach events. This work will include event-planning support for the educational programs, contacting farmers and gardeners, as well as helping coordinate consumer outreach events for NOFA-NY to attend. This work will include communications, volunteer coordination, and some entry-level outreach program development.

#### **Duties to Include (but not limited to):**

Direct support to Education and Outreach Programs:

- Assist in farmer, gardener, consumer education by supporting on-farm workshop programming, annual conference, and helping develop a statewide speakers' bureau staffed by volunteers.
- Provide communications and PR support for the NOFA-NY education events.
- Support general organizational education outreach to public. Work with Education and Outreach Coordinator to support outreach efforts.
- Work with volunteers to help staff on-farm workshops and outreach events.
- Works with Education and Outreach Coordinator to

- create education and outreach materials as needed.
- Works with Education and Outreach Coordinator to build education and outreach materials into the website.
- Notifies membership of educational events via the e-news, listserves, and website.
- Support for Annual Farming and Gardening Education Conference in Saratoga Springs.

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### **The Qualifications**

- In final years of college or BA;
- Some background in farming and ecology – or willingness to learn;
- Proficiency in computer use, including Microsoft Office applications (Word, Excel) and Internet/email use;
- Excellent oral and written communication skills;
- Strong organizational and interpersonal skills; ability to multi-task and work independently;
- Valid driver's license and ability to drive a car. Occasional driving will be required.

For more details on the Rochester MVS unit, contact Roger Kurtz at 585-831-6724.

To apply for this or other MVS positions, go to <http://service.mennonitemission.net> and choose "Mennonite Voluntary Service."