

## Job Posting

**Title:** Operations and Events Coordinator  
**Classification:** Full Time, Exempt  
**Date:** September 22, 2022  
**Report To:** Operations Director



### Position Summary

The Operations and Events Coordinator supports the work of the Executive Director, Operations Director and the Program Team, participating in the planning of meetings and events in conjunction with the Program Team. The Coordinator is responsible for executing event and meeting plans through logistics coordination. This position will also support the Operations Director in the daily administrative functions of the organization including accounts payable, organizational systems, and inventory.

### Areas of Responsibility

#### ***Event and Meeting Coordination***

- Coordinate implementation of MARBLESEED-sponsored events (including field days, meetings, farming conferences, and special events) in collaboration with team members
- Ensure that MARBLESEED team members leading and attending events have needed resources and materials
- Engage with the Program Team to support presenter logistics
- Create registration procedures for MARBLESEED events
- Provide onsite leadership for registration at the annual Organic Farming Conference

#### ***Administrative Functions***

- Manages incoming calls and messages and MARBLESEED shared inboxes to ensure communication reaches appropriate staff in a timely manner
- Manages the MARBLESEED office and office contracts
- Support MARBLESEED operations by onboarding staff, maintaining records, tracking inventory and supplies, etc.
- Other administrative duties, as needed, including support with the annual audit
- Occasionally conduct research, and offer support as needed to other teams

### Qualifications

#### ***Required***

- Valid driver's license
- High school diploma or equivalent
- Understanding of office, database, and event software and hardware
- Exceptional communication skills, including writing, phone, and face-to-face
- Ability to communicate effectively with diverse audiences
- Time management to achieve multiple goals

#### ***Preferred***

- One to three years of experience working in a customer service position
- Bachelor's degree
- Experience in a nonprofit organization
- Ability to work at the Spring Valley office at least once a week, particularly during event seasons
- Knowledge of registration and event software like CVENT
- Knowledge of or commitment to organic agriculture and equity in the food and farming system

### Compensation & Benefits

Pay is 40,000.00-44,000.00 commensurate with experience. Salary is for full time. Position includes benefits and paid time off. Successful candidate may work remotely with occasional travel to the Marbleseed office in Spring Valley, Wis. expected.

### How to Apply

Email a letter of interest and resume to: [hr@marbleseed.org](mailto:hr@marbleseed.org). Applications will be accepted until position is filled.

**Marbleseed is an equal opportunity employer. Marbleseed stands in solidarity with all of the farmers, partner organizations, and community members who are working toward equity and racial justice.**