



NOFA-NH Transition to Organic Partnership Program (TOPP) Coordinator

About NOFA-NH

For over 50 years, the Northeast Organic Farming Association of New Hampshire (NOFA-NH) has provided education opportunities for farmers, gardeners, and eaters that promote organic, regenerative, ecologically sound farming, gardening, eating, and land care practices. Through demonstration and education, we promote land stewardship, organic food production, and local marketing. NOFA-NH is a growing non-profit organization dedicated to building a community of organic food activists and educated eaters to help support New Hampshire's local organic farming community.

About TOPP

The USDA's Transition to Organic Partnership Program (TOPP) will work with state and regional partners to provide mentorship, networking opportunities, technical assistance, and wrap-around support for transitioning and existing organic farmers. Program goals include building paid mentoring networks, providing community building opportunities, and workforce development. More information about TOPP can be found [here](#).

Position Summary

NOFA-NH seeks a dynamic, mission-driven applicant to coordinate TOPP in New Hampshire. In this highly communicative position, you will co-lead the coordination, data collection, partnerships, and implementation of NOFA-NH's participation in TOPP.

You will work closely with NOFA-NH's Operations Director and Finance Coordinator to ensure that our participation in TOPP is delivered with exceptional quality. You will receive support from other NOFA-NH staff, the Board of Directors, and TOPP Core Partners to help make this program a success in New Hampshire.

The TOPP Coordinator is a year-round position, working 30 hours per week with flexibility to increase to full-time hours. This is an hourly NOFA-NH staff position with benefits (paid time off and holiday pay). Starting pay range is \$20-\$22 per hour, depending on qualifications. TOPP is currently a five-year project operating through October 30, 2027.

Northeast Organic Farming Association of New Hampshire
84 Silk Farm Road, Concord NH 03301

Duties and Responsibilities

- Responsible for meeting the Core Partner deliverables and activities of TOPP in 2023 and beyond, including but not limited to:
 - Coordinate TOPP mentorship program (from farmer recruitment to onboarding, facilitation, and evaluation)
 - Collaborate with state and regional partners to promote TOPP and co-develop events and resources
 - Develop and maintain a repository of technical assistance and organic certification resources on NOFA-NH's website
 - Field inquiries from farmers and connect them with appropriate technical assistance providers and resources across New Hampshire
 - Co-host events with NOFA-NH staff and state partners to promote TOPP throughout the year (both virtually and in person)
 - Collaborate with NOFA-NH staff and regional partners on TOPP marketing and communications
 - Attend and speak at community events, conferences, etc. to promote TOPP
 - Engage farmers and partner organizations in TOPP, with the continued goal of building the organic community through the years
 - Gather and record data, and assist with program reports
- Responsible for accomplishing all TOPP deliverables by the quarterly deadlines in collaboration with NOFA-NH's Finance Coordinator and Operations Director
- Attend bi-weekly Core Partner meetings and occasional in-person meetings across the region
- Attend weekly NOFA-NH staff meetings
- Attend annual staff trainings in diversity, equity and inclusion

Job Requirements

In this position you must be able to:

- Work a regular schedule during weekdays with occasional weekend or evening hours.
- Drive yourself to various parts of New Hampshire for in-person events.
- Attend occasional in person events across the region.
- Must have reliable internet connection and be able to attend, moderate, and manage virtual meetings.

Skills and Qualifications

Required skills and qualifications for this position are:

- Associate's degree or higher
- Prior experience in organic agriculture, organic inspection, or organic certification preferred
- Experience with New Hampshire or New England agricultural landscape preferred
- Prior experience with project and partner coordination

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- Excellent computer skills and solid working knowledge of Microsoft Word, Microsoft Excel, Adobe Acrobat, and Google Forms
- Ability to effectively lead and manage program participants
- Excellent interpersonal communication skills
- Possess excellent time management skills

Additionally, candidates for this position should:

- Have a strong interest in organic regenerative farming, nature, healthy eating, or related subjects, and a strong desire to foster community connections
- Be willing to learn and contribute to the NOFA-NH team
- Be inclusive and embrace diversity
- Have a positive attitude, and be flexible to changing environments and circumstances
- Be detail oriented and competent balancing multiple projects and deadlines
- Be proactive and self-motivated
- Experience as a certified organic farmer/grower is a plus

Job Benefits

NOFA-NH offers a very collaborative and flexible working environment, with allowance for most work to be performed remotely as well as some flexibility in work hours.

Additional benefits include:

- Paid Time Off
- Holiday pay
- Free attendance at all NOFA-NH events
- Free attendance at the annual NOFA Summer Conference
- Work computer / laptop provided (to be returned upon position completion)
- Regular performance check ins with supervisors

Interested and qualified candidates are invited to email a cover letter and resume to Nikki Kolb at nikki@nofanh.org. Please include "TOPP Coordinator" in the subject line.

The deadline for applications is May 31, 2023.

NOFA-NH is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, or any other protected class. NOFA-NH is committed to creating an inclusive culture where all forms of diversity are seen and valued within our organization and the greater organic agriculture community. We encourage applicants from diverse backgrounds to apply. Please visit NOFA-NH's website to read our Equity Statement [here](#).

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