



AmeriCorps

Food Access Coordinator: NOFA-NH's Farm Share Program AmeriCorps VISTA Position

About NOFA-NH

The Northeast Organic Farming Association of New Hampshire (NOFA-NH) is a 501(c)3 non-profit organization dedicated to promoting organic, regenerative, ecologically sound farming, gardening, eating, and land care practices for healthy communities. We help people build local, just, and sustainable food systems. Located in Concord, New Hampshire, and operating statewide, we are one of the seven state chapters of NOFA established in 1971. Today, our core programs focus on education, food access, farmer services, and advocacy.

About the Farm Share Program

NOFA-NH's Farm Share Program, established in 2017, works to make local, certified organic food accessible to all in the community. This program matches community members in need with low-cost organic farm shares, providing a season's worth of produce to households with limited incomes. The program especially benefits children, families, and seniors by covering 75% of the cost of 3 – 6 months of local, farm fresh food.

NOFA-NH raises money each year to help fund every farm share distributed through the program. We recruit and work with farmers, program participants, and donors on an annual basis. To further food security in New Hampshire, we collaborate with organizations across the state on food access initiatives, supporting one another in our shared goals of nourishing the community. More information about the Farm Share Program can be found [here](#).

Position Summary

The Food Access Coordinator will help grow NOFA-NH's Farm Share Program by increasing and improving outreach to participants, expanding and strengthening farm and community partnerships, developing program materials, and assisting with program fundraising.

At the conclusion of their year of service, the Food Access Coordinator will develop the skills to manage a community driven food access program. By developing program materials, protocols, and deepening

relationships with a diverse group of stakeholders they will build a strong foundation for the sustainable expansion of the Farm Share Program both within the community and into future years.

NOFA-NH seeks a motivated, mission-driven applicant for its Food Access Coordinator position. The Coordinator will work closely with NOFA-NH's Marketing and Communications Coordinator and Operations Director.

The Food Access Coordinator is a one-year AmeriCorps VISTA position, working 30 - 35 hours per week. Hours are flexible and the Coordinator may work remotely or in person at their discretion. Occasional in-person meetings will be required, with most work able to be completed off-site.

Duties and Responsibilities

The Food Access Coordinator will grow and nurture the community by:

- Expanding outreach to farm and community partners, with a focus on increasing program access in underserved communities.
- Developing cohesive messaging about in-state food access programs with partner organizations, leading to increased food security.
- Streamlining communications tools, systems, and protocols to improve participant experiences.
- Strengthening community participation via stakeholder meetings with farmers and participants.
- Developing outreach materials such as videos and other media.
- Improving payment access, language access, and program evaluation.
- Assisting with donor and sponsor outreach, and fundraising campaign development.
- Participating in the annual selection and placement process for farms and participants.

This critical work will enhance the Coordinator's communications, community building, fundraising, technology, project coordination, and leadership skills.

Job Requirements

In this position you must be able to:

- Work a regular schedule during weekdays with occasional weekend or evening hours.
- Attend occasional in person events across the state.
- Must have reliable internet connection and be able to attend virtual meetings.

Skills and Qualifications

- Education requirements: High School Diploma/GED or higher
- Interest in food access, community food security, local food systems and/or local agriculture
- Willingness to learn and contribute to the NOFA-NH team
- Effective written and verbal communication skills
- Social media and tech savvy
- Be detail oriented and self-motivated
- Be inclusive and embrace diversity
- Have a positive attitude, and be flexible to changing environments and circumstances

Job Benefits & Compensation

The Food Access Coordinator is an AmeriCorps VISTA position with NOFA-NH. The AmeriCorps living allowance (compensation) rates are listed by county [here](#). The Food Access Coordinator will be compensated on a bi-weekly pay period. Additionally, the End of Service Award includes the option of either a \$1,800 cash stipend or an Education Award, currently valued at \$7,395.

Program Benefits (Covered by AmeriCorps):

- Childcare assistance
- Choice of education award or end of service stipend
- Health coverage
- Living allowance
- Relocation allowance
- Training

More information about VISTA member benefits can be found here: <https://americorps.gov/members-volunteers/vista>.

Additional Benefits (from NOFA-NH):

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

- Flexible schedule
- Work computer / laptop provided (to be returned upon position completion)
- Complimentary farm share
- Free attendance at all NOFA-NH events
- Free NOFA-NH Membership
- Free attendance at the annual NOFA Summer Conference
- Regular performance check ins with supervisors

The deadline for applications is November 27, 2023.

Apply via the [MyAmeriCorps Portal here](#).

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](#).