



Michigan Family Farms Conference Event Coordinator Position

Deadline to apply: March 1, 2021

Start date: April/May 2021 (flexible)

Location: Remote, with some travel required

Compensation: One-year contract (March 2021 – February 2022) at \$20/hour for ~600 hours

The Michigan Family Farms Conference (MFFC) is a forum for beginning, small- and medium-scale farms to celebrate diverse agricultural communities, network, learn, and build vibrant sustainable food systems. It is an energizing, hands-on, daylong event featuring multiple tracks of breakout sessions plus a youth track to engage the whole family.

The Event Coordinator will work closely with Michigan Food and Farming System (MIFFS) staff and a highly collaborative conference planning team of diverse stakeholders. Planning for the conference (typically held in January/February) occurs year-round, with the busiest time being November-February. We are seeking a candidate who is passionate and committed to connecting beginning and historically underserved producers to resources, building networks, and who has demonstrated experience in event management and communications.

The Event Coordinator will be responsible for the following:

- Facilitate bi-weekly/monthly planning team meetings and subcommittee meetings
- Coordinate with conference venue
- Provide support for Youth Track coordination
- Day of conference event management
- General conference support, including communications
- Engaging in evaluation and post event analysis

Desired qualifications include:

- Demonstrated experience coordinating and promoting events
- Diverse cultural perspectives/identity
- Farming/food systems background
- Strong attention to detail
- Ability to maintain a schedule while working independently and in group settings
- Group/meeting facilitation experience
- Clear communication and strong listening skills
- Strong community ties/connection to Michigan food and farming sectors
- Ability to remain calm and level headed under stress or during chaotic moments

Compensation

This is a contracted position with confirmed funding for March 2021 – February 2022, with potential to renew and extend. Compensation is \$20/hour for ~ 600 hours of work over the one-year contract, with the possibility of increased hours or scope of work, depending on the candidate's interest and experience.

Hiring process

The deadline to apply is March 1, 2021. Please apply online at miffs.org/application or email your application to email your application to info@miffs.org, providing your resume and a cover letter describing your relevant experience and why you are passionate about the mission of the conference. If you need any support or want to mail in your application, please call 517-709-8271.

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