



Full Job Description: Program and Administrative Coordinator

Land For Good - a regional leader and innovator on issues of farmland access, land tenure and farm transfer - seeks someone passionate about farming, food systems and collaborative team work to join our high functioning and passionate 13-person team across New England. For 15 years, LFG has been working to put more farmers more securely on land in New England, to support farm viability, increase farming opportunity, and keep land in farming. We are a recognized national leader in our field.

The **Program and Administrative Coordinator** plays a central role in the organization, responsible for coordinating key aspects of our program activities, and managing the key systems that support them. This position reports to the Executive Director, and will work closely with the Program Director and Communications and Field teams.

Major Areas of Responsibility

1. Manage, maintain, support physical office and 'virtual' office systems and vendors
2. Receive, respond and track inquiries from farmers, landowners and allied professionals
3. Coordinate monitoring and evaluation systems for internal tracking, client satisfaction, and program outcomes and impacts

Administrative Coordination

1. Manage, monitor and coordinate all aspects of maintaining physical office space, equipment and supplies, including related vendors and technical support.
2. Ensure effective and timely technical support services to staff, including desktops, laptops, cloud-based solutions, Wi-Fi, broadband, etc..
3. Research, advise and plan/support implementation of new cloud-based applications and upgrades.
4. Assist staff with technical/operational needs. Ensure that support staff has adequate computer training/knowledge.
5. Organize and maintain hard copy and virtual file system.
6. Provide administrative support as needed to the Executive Director (Board, fund development) and Program Director.

Program Coordination

1. Receive, respond to and/or route inquiries from farmers, landowners and professionals seeking assistance.
2. Coordinate client intake process.
3. Maintain, update and utilize online CRM database to consolidate constituent information tracking, mailing list generation, and relationship management.
4. Support event and other program activity coordination and preparation as needed.
5. Coordinate activities within an evaluation plan, with support from an evaluation consultant and under the direction of the Executive Director.
6. Develop and maintain a program tracking “dashboard” of key program metrics.
7. Create charts and tables to display evaluation data for reports and marketing.
8. Follow-up with clients to determine satisfaction, progress and outcomes, with the opportunity to develop additional qualitative primary research (i.e. discussion groups, in-depth interviews).
9. Expand programmatic duties as time, skills and interest allows.

Qualifications

We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described below.

1. Experience and skills in providing program and administrative support, including aspects of a physical office and cloud-based systems.
2. Experience in database management.
3. Solid understanding and experience with Google suite of applications and Microsoft Office suite (Word, Excel, Powerpoint).
4. Up-to-date and comfortable with the latest trends and technology in online collaboration.
5. Strong interpersonal and writing skills .
6. High attention to detail, and good email etiquette.
7. Motivated and energized to find new, creative and effective ways for internal and external collaboration and program support.
8. Self-directed; capable of developing and implementing a work plan.
9. A related Associates or Bachelors degree and/or work experience is highly desired.
10. Experience and passion for farming, food systems, environmental issues highly desired.
11. Experience with mission-driven service, public education and advocacy work preferred.

Compensation: This is a full-time, 40 hr/week position. Annual salary range is between \$39,000 to \$43,000, with final salary dependent on qualifications. Compensation includes paid time off and employer contributions to a SIMPLE IRA. We actively support professional development.

Location and schedule: This position is based out of our Keene NH headquarters with the opportunity to work remotely 2-3 days/week. Occasional regional travel, and evening and weekend work may be required.

TO APPLY: Please email a resume and detailed cover letter that speaks directly to your qualifications for the position, to jim@landforgood.org with (IMPORTANT!) the email subject: "P/A Coordinator"

Review of applications will begin May 26, 2019. The position will remain open until filled.

Land For Good strives for a society grounded in the principles of social and economic justice. We seek to achieve excellence through a diverse and inclusive workplace that honors the unique talents and lived experiences of each person. Our vision and values are reflected in our employment-related decisions, including hiring practices. Accordingly, Land For Good actively seeks people who bring diverse backgrounds and perspectives to join us in our work.

As an EOE/AA employer, Land For Good will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.