

Job Opening: Equitable Access Program Coordinator

The Ohio Ecological Food and Farm Association (OEFFA) has an immediate opening for a capable and motivated individual to join our team, providing outreach, technical assistance, and educational programming to historically under-represented (HU) producers. The Equitable Access Program Coordinator is responsible for a portfolio of initiatives that aim to provide outreach and assistance to historically underserved farmers (including BIPOC, beginning, and limited resource farmers) in owning and operating successful farms, encourage awareness and participation in USDA services and programs, connect them with OEFFA programming of benefit, and assess and address barriers to their fuller participation in USDA programs. The successful candidate will join a team of bright and passionate individuals who are committed to furthering sustainable agriculture, family-scale farming, and the local food economy.

Position Summary

Under the supervision of OEFFA's Program Director and in collaboration with other staff, the Equitable Access Program Coordinator will work to develop trainings and provide direct technical assistance to help HU producers increase knowledge, skills, and awareness of sustainable and climate smart production practices, land access opportunities and strategies, and utilization of supportive USDA programs. The Program Coordinator will oversee outreach and relationship building with Black and other historically underserved farmers, provide technical assistance, engage with USDA agency staff, and coordinate with other staff in various aspects of this work. This is a full-time position based in OEFFA's Columbus office but telework arrangements (hybrid or fully) will be considered for exceptional candidates. The starting salary is \$47,500 per year. Benefits include health insurance and paid time off.

Essential Functions

- Facilitate the development of trainings and workshops for farmers that spotlight Black and other historically underrepresented farmers as educators on topics such as business planning; climate smart and sustainable agriculture practices; land access; and USDA programs
- Help identify and cultivate farmer leaders among historically underserved producers who utilize climate smart, soil health, and other sustainable agriculture practices
- Provide technical assistance to producers on accessing and applying for USDA resources and programs
- Build relationships with USDA agents and managers in Ohio, including those at Farm Services Agency (FSA), Natural Resource Conservation Service (NRCS), and Office of Programs and Public Engagement (OPPE)
- Identify barriers faced by historically underserved farmers in accessing USDA support. Share this information with USDA and help identify strategies to overcome these challenges
- Oversee outreach and relationship building with Black and other historically underserved producers and BIPOC-led organizations

- Develop, execute, and monitor a workplan to ensure that grant commitments are met
- Conduct evaluation of program components and technical assistance provided
- Take responsibility for reporting requirements and dissemination of project results
- Represent OEFFA at meetings and events, and serve as a liaison with key stakeholder organizations
- Assist with special events, tasks, and projects as needed
- Provide excellent customer service and assistance to our members and constituents by ensuring information and assistance needs are met, and all communications work is handled in a professional manner

Non-Essential Functions

- Answer general phone lines and provide other general office support
- Assist with delivery of educational program work not related to core job duties as needed
- Help grow OEFFA's membership
- Contribute to general fundraising event work

Qualifications

- Demonstrated experience and commitment to providing equitable and inclusive outreach, technical assistance, and/or educational programming
- Hands-on experience with organic and sustainable farming practices and knowledge of USDA programs
- Experience in developing and implementing educational events and materials for farmers
- Strong organizational, analytic, and project management skills
- Ability to plan, manage, and execute work including using spreadsheets and databases for tracking and analyzing information
- Ability to be flexible in scheduling work
- Excellent written and oral communication skills
- Ability to manage multiple tasks at the same time
- Passion for sustainable and organic agriculture
- Commitment to performing work with a high degree of accountability and consistent excellence with exceptional attention to detail and accuracy
- Ability to work independently

Application process

The position is opened until filled. Interested candidates are advised to **apply by December 5** to receive full consideration, although the position will stay open until filled. (If this posting is removed from the OEFFA website, we are no longer accepting applications.)

Your application should be addressed to Sasha Sigetic, Program Director, and consists of these items: a cover letter, resume, and contact information for three professional references (indicate

relationship to you). In your cover letter please address how your experience and background meet the requirements of the position. Please combine these as a single PDF file and submit via email to Jobs@oeffa.org and for the subject line use “Equitable Access Program Coordinator.”

We seek to recruit, develop and retain the most talented people from a diverse candidate pool, and all employment is decided on the basis of qualifications, merit, and organizational need. In the same way that biological diversity is foundational to the healthy agricultural systems we support, we recognize that diversity of people makes OEFFA healthier and more sustainable. As part of the application, we invite candidates to describe how their life experiences enrich the diversity of our organization.