



Job Announcement

Date	March 3, 2025
Position	Events Specialist
Program/Department	Administration
Employment Status	Part-time, Non-exempt
Reports To	Marketing and Events Coordinator
Compensation	\$25.00 per hour

People of color are encouraged to apply. GoFarm is dedicated to racial equity, diversity, and inclusivity.

Applications Deadline:	March 31, 2025
Application Process:	Email cover letter and resume to Virginia Ortiz, Executive Director, at virginia@gofarm.org .

Founded in 2014, GoFarm envisions a local food system that is equitable, resilient, environmentally sustainable, and inclusive. *Our mission is to train and support local farmers, connect people with local agriculture, and increase equitable access to nutrient-rich food grown in Colorado.*

Position Summary:

The Events Specialist works closely with the Marketing and Events Coordinator to coordinate and promote fundraising and other GoFarm events.

Primary Responsibilities:

- **Events Coordination and Promotions:**
 - Assists with fundraising and other events coordination tasks such as farm tours and community education workshops.
 - Identifies and seeks approval of potential sponsors from Marketing and Events Coordinator.
 - Reaches out to potential sponsors to request financial and other support for fundraising and other GoFarm events and community education workshops.
 - Meets regularly with Marketing and Events Coordinator to track event goals and objectives.
 - Assists with the production and dissemination of collateral and other event promotional material as needed.

- Performs event coordination task as assigned.
- **Administration and Other:**
 - Works closely with Marketing and Events Coordination and Executive Director to establish and monitor strategic plan goals, objectives, and actions steps.
 - Provides administrative support as needed, including but not limited to purchasing supplies, making bank deposits, preparing reports, and performing other administrative tasks as needed.

Skills and Qualifications:

- High School Diploma or GED plus two years of non-profit experience required.
- Commitment to working through an equity lens for social, economic, and racial justice.
- Must be proficient with Microsoft and Google Suite with a willingness to learn new software and online tools.
- Ability to think creatively to solve urgent, last-minute challenges.
- Comfortable with ambiguity, flexible, willing to learn, and passionate about food equity and sustainable food systems.
- Must be self-directed and detail oriented.
- Ability to work collaboratively in a team environment and comfortable working with diverse groups of community stakeholders.
- Ability to manage multiple concurrent projects and prioritize appropriately.
- Must possess strong leadership skills, diplomacy, and empathy.

Work Environment:

This position requires a mix of office and fieldwork. The GoFarm staff shares office space and promotes a fun and collaborative team culture. Applicants must be motivated and able to work independently but can expect significant support from the Executive Director and the rest of the GoFarm team. Applicants will need their own reliable transportation, as well as a valid US Driver's License with a clean driving record. Applicants must be able to lift 50 pounds and stand for long periods of time.