

OpenTEAM Communications & Membership Coordinator

POSITION SUMMARY

Wolfe's Neck Center is situated on over 600 acres of preserved coastal landscape in Freeport, Maine, and uses its setting to connect people of all ages to the food they eat and where it comes from. Encompassing a demonstration farm, oceanfront campground, wooded trails, and historic buildings, our vibrant campus serves as a unique hub for education and exploration. As a nonprofit, Wolfe's Neck Center draws upon a rich history of innovation and experimentation to continue the legacy of this place today. Through regenerative farming, innovative soil health research, and visitor interactions, this place-based organization is now used as an educational resource to create a healthier planet for all. We hope to inspire active participation in a healthier food system and build a community of people who care deeply about the future of food.

Launched in 2019, with major funding from the Foundation for Food & Agriculture Research, the Open Technology Ecosystem for Agricultural Management collaborative (OpenTEAM), is a community-driven platform to provide farmers and ranchers around the world with the best possible knowledge to improve soil health. OpenTEAM is a collaborative community of farmers, scientists, researchers, engineers, farm service providers, and food companies that are committed to improving soil health and advancing agriculture's ability to become a solution to climate change. OpenTEAM is coordinated out of and hosted at Wolfe's Neck Center, with leadership provided by the WNC Research Director, who serves as a member of the OpenTEAM Secretariat. The Secretariat coordinates a global community of technology development teams and agricultural networks to improve interoperability, and create new shared software services and tools to increase farmer feedback and increase the value of environmental feedback to farmers and ranchers, researchers, and ecosystem service markets.

ABOUT THE ROLE

OpenTEAM is seeking a Communications & Membership Coordinator. This position is envisioned to be full-time and reports to the Global Coordinator & Community Facilitator at Wolfe's Neck Center.

Communications Support:

- Support translating OpenTEAM content into general public's understanding for Wolfe's Neck Center audience and beyond
- Manage biweekly internal communications newsletters and monthly external newsletters
- Develop content and direct creative execution to provide a consistent, targeted, and impactful message on a systems-level project
- Support and amplify community member-driven communication efforts supporting OpenTEAM's mission, such as blog posts, social media, visual storytelling, etc.
- Develops an understanding of short- and long-term OpenTEAM goals and planned initiatives
- Work with leadership to take the pulse of overall community activity to identify cross-communication opportunities

- Manage all inquiry communication and email subscriptions via website
- Manage all contact information and network mapping

Membership Support:

- Coordinate and facilitate initial orientations
- Support complete onboarding process of new members, including guiding them to working groups of interest, tech tools, and online OpenTEAM resources
- Schedule newcomer meetings including agenda and materials preparation
- Schedule and help coordinate all working group meetings and larger OpenTEAM meetings

SKILLS AND QUALIFICATIONS:

- 2+ years experience in a role with communications, operations, and/or administration responsibilities and/or equivalent degree
- Some familiarity with regenerative agriculture and/or ag/soil/climate-related technologies
- Strong written and interpersonal communication skills
- Superior time management and organizational skills and ability to meet deadlines
- An analytical mind and ability to think critically
- Ability to work both independently and as part of a team
- Mailchimp and Wordpress experience, or similar platforms, preferred
- Proven knowledge of communications and marketing ethics and best practices
- Proficient public speaking abilities are an asset

COMPENSATION

The OpenTEAM Communications & Membership Coordinator is a full-time, year-round position based remotely or out of Freeport, Maine. Compensation is commensurate with experience.

TO APPLY

Please email a cover letter and resume to jobs@wolfesneck.org with *OpenTEAM Comms & Membership Coordinator* as the subject line. In the interest of reducing waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. This position will be posted until it is filled but application materials received by **June 15, 2021** will be given preference. Please, no phone calls.

OpenTEAM and Wolfe's Neck Center for Agriculture & the Environment do not discriminate on the basis of any protected category. Applicants are selected based on their ability to perform the essential functions of the job, prior related work experience, and references from previous employers.