



# Job Posting: Communications & Administrative Coordinator (National Programs)

## About Wolfe's Neck Center

Wolfe's Neck Center for Agriculture & the Environment is a fast-growing, national nonprofit organization based on a campus of over 600 acres of coastal farmland in Freeport, Maine. Our work is dedicated to creating a world where agriculture and food systems support farmer viability, thriving ecosystems, and vibrant communities. Through regenerative farming, innovative research, and collaborations, Wolfe's Neck Center works to advance agriculture - on our own farm and nationally - to accelerate holistic change in food systems, and mitigate the effects of a changing climate.

Wolfe's Neck Center's national programs include Action for Climate-Smart Agriculture and facilitation of the Open Technology Ecosystem for Agricultural Management ([OpenTEAM](#)) project. Since 2019, OpenTEAM, a community-driven initiative, has built shared knowledge, collaborative frameworks, and open-source, connected technologies and data infrastructures to help producers and food systems thrive. In 2023, Wolfe's Neck Center launched Action for Climate-Smart Agriculture, a national effort to create a sustainable marketplace for climate-smart commodities supported by the USDA's Partnerships for Climate-Smart Commodities program.

## Position Summary

### The Role

Wolfe's Neck Center is seeking a Communications & Administrative Coordinator to build capacity for increased communications and administrative needs for its national programs. This position is envisioned to be full-time, based at Wolfe's Neck Center, and reports to the OpenTEAM Communications & Engagement Manager.

*Requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. If you do not fit this description perfectly but believe that you would be a good fit for this position, please do not hesitate to apply. Reasonable accommodations may be made to individuals with disabilities to perform essential functions.*

### Responsibilities

- Communications:
  - Develop content about national programming and planned initiatives, which includes writing blog posts, managing social media, developing one-pagers, compiling communications packets and more for both internal and external audiences.
  - Work with the Communications & Engagement Manager to support national program communication efforts, including a focus on the OpenTEAM community and the Action for Climate Smart Agriculture project. Assist in website development, management, and updates as needed.
- Administration:



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- Manage invitations, schedules, contact administration, meetings, and other organizational systems where needed for OpenTEAM- and Action-related meetings, and ensure timely communications for assigned meeting logistics. This includes virtual events and meetings.
- Support relational engagement process as needed, including taking notes on and researching new community members, inputting partner information into our CRM, and supporting various avenues of engagement.
- Organize all contact information and network mapping to ensure consistency of information known by internal staff members.
- Assist in managing subscriptions, google suite, and other internal technologies for broad project work, including general support.
- Support virtual and in-person events execution, including scheduling, coordinating food and lodging, and other logistics as needed. This may include on-site coordination of OpenTEAM, Action, and Wolfe's Neck Center staff.

### Qualifications

- Bachelor's Degree in agriculture, marketing, communications, or related field OR 1+ years experience in a role with communications, operations, and/or administration responsibilities
- Written and interpersonal communication skills with the ability to write creatively
- Some experience with a CRM management system
- Some experience with events coordination and planning
- Excellent time management and organizational skills with an ability to manage multiple projects and meet deadlines
- Ability to work well independently, as a member of a high functioning team, and develop effective working relationships with people from a variety of backgrounds
- Some familiarity with regenerative agriculture and ideally ag/soil/climate-related technologies

### Preferred Qualifications

- Instagram, Facebook, LinkedIn, and other social media experience
- Mailchimp and Wordpress experience, or similar platforms
- Experience with Adobe (or strong willingness to learn)
- Knowledge of communications and marketing ethics and best practices

### Other Requirements

- Legally able to work in the United States (we cannot provide VISA sponsorship)

### Benefits & Compensation

As a full-time employee, this position is eligible for benefits offered by Wolfe's Neck Center, including health insurance, dental insurance, paid vacation and holidays and our retirement savings plan. Learn more about our benefits package [here](#). Salary range is \$40,000-\$48,000.

## To Apply

Please apply at [this link](#) and submit a cover letter and resume. Application materials received by March 8th, 2024 will be given priority. Please, no phone calls.