



## Northeast Organic Farming Association of Rhode Island

*Serving Farmers, Gardeners and Consumers with Education & Outreach*

# Organic Materials List Coordinator

An **Organic Materials List Coordinator** will develop, publish, disseminate and maintain a list of approved-for-organic materials available in RI. The **Organic Materials List** will be available for free download as well as printed and mailed once each grant year to all known *farmers* that use certified organic, chemical free or IPM growing methods. Additional printed lists will be available to RI specialty crop farmers by request.

The Organic Materials List will be distributed to *specialty crops farmers* in November 2015 and November 2016, as well as on the N O F A / R I website. The Coordinator will collect data [evaluations] each fall and compile a report for grant reporting each February.

### Evaluation and Grant Reporting

Evaluations should provide data on whether programs are helping participating *farmers* increase their proficiency relative to their current abilities and become more competitive in producing and marketing specialty crops.

### Scope of Work and Timeline

- ✓ Submit brief progress report monthly to the N O F A / R I board.
- ✓ Submit a first draft of the Organic Materials List to the N O F A / R I board by October 1, 2015, and finalize the list by December 1, 2015.
- ✓ Distribute the Organic Materials List to RI specialty crop growers & post list on the N O F A / R I website ([www.nofari.org](http://www.nofari.org)) by January 2016.
- ✓ Solicit feedback on the Organic Materials List for revisions in next edition.
- ✓ Submit a draft second edition Organic Materials List to the N O F A / R I board by October 1, 2016, with newly-available materials and omissions from the first list.
- ✓ Finalize the second edition Organic Materials List by December 1, 2016.
- ✓ Distribute the second edition Organic Materials List to specialty crop growers and post on the N O F A / R I website by January 2017.
- ✓ Collect data [evaluations] each fall and compile a report for grant reporting each February.

The **Organic Materials List Coordinator** must sign a contract stating that they will use grant resources to research only materials used for growing specialty crops and that they have no potential conflict of interest.

### Qualifications

- ✓ At least 1 year experience in organic and sustainable agricultural production, food policy advocacy and/or organic marketing
- ✓ College degree in agriculture, related study or experience preferred
- ✓ Excellent oral and written communication; strong interpersonal, customer service and organizational skills; graphic design helpful; Spanish, Portuguese and/or other languages helpful
- ✓ High energy and enthusiasm; ability to work well with a wide range of people, handle multiple tasks at once and adapt to changing situations
- ✓ Strong interest in and commitment to promoting organic growing practices and the goals of N O F A / R I
- ✓ Must have own transportation and insurance for Occasional travel. Mileage will be reimbursed

### Budget

- ✓ Organic Materials List Coordinator – for Organic Materials List creation: 80 hours at \$15 per hour (\$1,200.00) *through January 2016*.
- ✓ Organic Materials List maintenance – for Organic Materials List update in grant year 2: 33 hours at \$15 per hour (\$500.00) *through February 2017*
- ✓ Organic Materials List printing and postage, once per grant year (*December/January*) (\$500.00)

Project will run through March 31, 2017.

Send resume and cover letter starting why you want to do this work and how you are qualified to N O F A / R I at [nofari@live.com](mailto:nofari@live.com) by July 31, 2015.