POSITION ANNOUNCEMENT

Sustainable Agriculture & Rural Communities Project Assistant

The National Center for Appropriate Technology (NCAT) is a private non-profit organization whose mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. NCAT is seeking a Sustainable Agriculture & Rural Communities (SARC) Project Assistant to work with our agriculture projects around the country. NCAT works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT’s work includes nationally recognized projects in food, agriculture, and energy.

We are seeking a project assistant that has great organizational skills, attention to detail, and excellent project and personal time management. The SARC Project Assistant will work with the SARC Director, project managers and other NCAT staff on a variety of programmatic, administrative, and event planning projects. This position will be supporting projects such as Bringing the Farm to School training program and sustainable agriculture training for military veterans’ program, known as Armed to Farm. If you are a motivated, enthusiastic individual with strong skills in planning and coordination, this is a great opportunity for you! This regular, full-time position may be based at one of NCAT’s offices in Butte Montana, Fayetteville Arkansas, Jackson Mississippi, Keane New Hampshire, or San Antonio Texas.

QUALIFICATIONS:

• The position requires the equivalent of a BA/BS in a related field or an equivalent of a minimum of five years education and experience.
• Experience in organization and coordination of events is required.
• Knowledge and/or experience in sustainable farming and/or food systems is required.
• Previous experience with a non-profit organization is preferred.
• Bilingual in English/Spanish, or another language, is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

• Commitment and passion for the NCAT mission;
• Familiarity or interest in sustainable agriculture and environmentally friendly practices;
• Ability to work independently, as well as with others;
• Strong organization, planning and prioritization skills;
• Excellent verbal and written communication skills, ability to convey information clearly and effectively;
• Computer skills, including use of Zoom, Microsoft products- Word, Excel, Outlook & Teams;
• Relationship building with community organizations, government agencies, non-profit organizations and other partners;
• Willingness to travel.
RESPONSIBILITIES:

- Plan, coordinate and execute events such as conferences, workshops and meetings;
- Work closely with project staff to understand event details and needs, and identify host sites for events;
- Work with communications team to identify outreach opportunities and promote events organized by NCAT offices;
- Arrange and coordinate venues, vendors and on-site services, accommodations and transportation for participants, catering, equipment, signage, displays, special needs requirements;
- Act as liaison with project and administrative staff, agriculture organizations, and other partners on events;
- Assist with creating educational materials, work with administrative staff to prepare materials for workshops;
- Edit and format documents and correspondence, data entry, creating files and spreadsheets, ordering supplies, and assembling training materials;
- Problem solve to ensure successful events;
- Create Purchase Orders and review event invoices and bills for accuracy before turning into Project Manager for authorization;
- Update, maintain, and provide customer service for the ATTRA Internship Database;
- Build and strengthen relationships with partners and stakeholders;
- Assist with other tasks and projects as needed;
- Contribute to an efficient and positive work environment.

SALARY AND BENEFITS: $15.00-$17.00/hourly depending on qualifications, experience, and location. Excellent benefits include paid vacation and holidays, health, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional working environment.

APPLICATION PROCESS: Applications will be accepted through March 28, or until a suitable candidate can be identified. Early applications are encouraged. Applicants are encouraged to visit www.ncat.org and www.attra.ncat.org to learn more about NCAT. All persons interested in being considered for the position must submit an NCAT application and upload a resume and cover letter through BambooHR. To start the application process please visit NCAT Employment Application and complete the online application. Incomplete applications or references on the application to “see resume” will not be considered. The next part of the process is uploading a current resume and a cover letter highlighting experience and skills relevant to the listed qualifications. Resume and cover letters can be uploaded at https://ncat.bamboohr.com/jobs/. Simply choose the position you are applying for and then click “apply for this job” to upload the required resume and cover letter. Questions about the application process can be directed to:

Kriss Sullivan, Director of Human Resources
e-mail: jobs@ncat.org

NCAT's mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources.
work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve. NCAT is an Equal Opportunity Employer.

For additional information about NCAT please visit our website at www.ncat.org.

(Updated 3/1/2021)