



Job Announcement

Job Title: Family Farm Breakfast Organizer (Temporary)

Reports To: LSP Policy Manager, Amanda Koehler

FLSA Status: Exempt

Hours: .25FTE/20 hours biweekly. Hours are variable and will include some weekend and evening activities. The position could be a strong fit for a farmer or a student.

Salary Range & Benefits: \$45,000 – \$65,000 FTE annually (Starting organizers should expect to land on the lower part of the range between \$45,000 - \$55,000) *To determine salary, we use a salary calculation system which takes into consideration nontraditional backgrounds, lived experience, community involvement, work experience, training, degrees, certifications and more.*

Land Stewardship Project's (LSP's) benefits for temporary employees include accrued PTO in years 0-2 up to 24 days off annually. When applicable, 13 paid holidays – eleven plus two floating holidays, and the weekday workdays between Christmas and New Years' Eve. Temporary employees are entitled to expense reimbursement and a \$50/month phone/internet stipend.

Location: Hybrid work from home and from one of our offices in Lewiston or Minneapolis.

Duration: Mid-January through the end of April 2023.

Note: This role is covered by the terms and conditions of OPEIU Local 12's Collective Bargaining Agreement (CBA).

Description updated: October 2022

Mission: Land Stewardship Project (LSP) is an organization grounded in its mission and membership. We seek to do work that ensures that the health of the land is enhanced, small- and mid-sized farms thrive, communities are prosperous, and true democracy flourishes. The mission of the Land Stewardship Project is to foster an ethic of stewardship for farmland, to promote sustainable agriculture, and to develop healthy communities.

Position Summary: The Family Farm Breakfast Organizer has the responsibility to organize the 2023 Family Farm Breakfast, LSP's annual "Lobby Day". This includes logistic coordination, fundraising, food procurement, collaboration with the chef(s), event turnout, co-creating the program, supporting the recruitment and preparation of program speakers, communications, volunteer recruitment and coordination, and assisting with setting lobby meetings.

Essential Functions:

- **Logistics:** Recruit and coordinate volunteers and other LSP staff to assist with set up, tear down, and other tasks. Ensure everything is properly cleaned and accounted for. Pick up and return rented or borrowed equipment that isn't delivered and picked-up by vendors.
- **Fundraising & Financials:** Procure advertisements from partners and businesses to feature in our ad book. Co-create, track, and keep the event on budget.
- **Food Sourcing:** Work with the chef(s) on setting a menu. Source ingredients and beverages (both donated and purchased) for the breakfast. Coordinate the pick-up and delivery of ingredients.

- Other: Participate with LSP Policy Department staff and volunteers in event turnout, preparing members and materials for the lobby day, and communications leading up to and during the event. Write a report of the event that includes an analysis of what went well and what could be improved for next year.

Qualifications:

- **You are a strong communicator.** You have excellent written and oral communication skills interpersonally and across various platforms. You understand, support, and can communicate LSP's mission, overall vision and strategies, and analysis about economic, racial, and gender justice.
- **You think and act from an intersectionality framework.** You understand and are comfortable with talking about ways that race, class, gender, geography, and other identities intersect our communities, especially within the farm and food system, both historically and in the present.
- **You are responsive with various stakeholders.** You can interweave communications between your supervisor, team members, volunteers, partners, event registrants, public officials, and others.
- **You are a problem solver.** You can overcome challenges and leverage resources to creatively solve problems. Sees mistakes as learning opportunities. You seek and engage feedback. You proactively ask for help, anticipates problems, and course-correct where needed.
- **You are a relationship builder.** You build authentic relationships across lines of difference and are highly relational. You use coaching, training, and feedback to develop leaders and volunteers. You are confident in asking members, supporters, and partners for commitments of time, talent, and money.
- **You are highly organized.** You can juggle competing demands and prioritize without sacrificing quality. You plan backwards to make deadlines.
- **You are tech comfortable.** You have computer skills in MS 365 and can enable efficient communication within LSP and with allies. You have experience with organizing tools or motivated to learn to lead phone-banks and text-banks.

Supervisory Responsibilities: None, other than member leaders and volunteers.

Physical Demands: Occasional physical demands include setting up for events, working on mailings, tabling at outreach events and filing. This would require the ability to carry 30 lbs.; use hands to fold, stuff, seal, and stamp envelopes; open filing cabinets; and bend or stand as necessary. Accommodations will be made for persons with disabilities.

Travel: Expected to travel for events, one-to-one meetings, and work meetings. Must have a valid driver's license, reliable vehicle and insurance and be willing to travel on the job. Mileage reimbursement is compensated at the federal standard.

To Apply: In a single PDF, email your resume and responses to the questions below (200 words or less each) to jobs2@landstewardshipproject.org, with "LSP: Family Farm Breakfast Hire & YOUR NAME" in the subject line. References upon request. Attn: Natalia Espina, HR & Operations Director. Accepting applications on a rolling basis until filled. No phone calls please. Application questions:

- Why are you interested in working with LSP? What draws you to working for a just and sustainable farm and food system?
- Why would you be a strong fit for organizing a large event aimed at demonstrating people power to state legislators and other public officials? What do you bring to this role?

Land Stewardship Project (LSP)/Land Stewardship Action Fund (LSAF) is an equal opportunity employer. We strongly encourage applications from Women, Black, Indigenous and people of color (BIPOC), and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political

affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

Applicants with Disabilities: *Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek accommodation, please advise in writing at the time you apply. Women, Black, Indigenous and People of Color (BIPOC), LGBTQIA+ candidates, people with disabilities, as well as rural and urban farmers are strongly encouraged to apply.*

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.