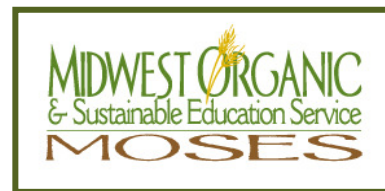


January 2, 2012

Job Announcement

Communication Coordinator



ABOUT MOSES

The Midwest Organic and Sustainable Education Service (MOSES) is a dynamic and growing non-profit 501c3 education and outreach organization that has worked for over 10 years to promote sustainable and organic agriculture. MOSES assists farmers, agricultural educators, organizations, and others in learning about the growing opportunities in organic agriculture and how to successfully use organic farming practices. We organize numerous events, provide a wide diversity of resources, and offer customized information to our constituents. MOSES is best known for organizing the largest organic farming conference in the country, the Organic Farming Conference. MOSES has an annual budget of over \$1.3 million, and 8 full time staff. Our office is located in Spring Valley, Wisconsin.

JOB SUMMARY

The Communication Coordinator manages MOSES communications, technology systems, image/brand, measurement and evaluation. The ideal candidate for the communication coordinator position is technologically savvy and enjoys interacting with people, both in person and online.

This person is responsible for managing printed material design and image. They will maintain the MOSES website and electronic presence, including Facebook and the monthly e-news electronic newsletter. This person also helps trouble shoot problems involving computer hardware and software.

The communication coordinator, working with the executive director, will develop and maintain systems and measurement tools to best optimize our people, resources, and culture.

Candidates should also enjoy bringing creative ideas to the table. MOSES expects candidates to be self-reliant innovators who can effectively work independently and with a team.

JOB REQUIREMENTS

- Bachelor's degree in communications, management, or related field. Equivalent work experience will also be considered.
- A genuine passion and commitment to sustainable practices and the organic farming revolution. Professional work experience and/or life experience with agriculture preferred.
- Knowledge of communication, design and marketing principles and practices.
- Strong facilitation and project management skills, with ability to measure, evaluate, and implement best practices in an organization.
- Strong multi-tasking and time management skills.

- Experience managing social media projects, including maintaining Facebook accounts, web based interactive tools and website design.
- Excellent writing and communication skills. Ability to communicate to different audiences via social media, websites, and other communications.
- Proficiency using computers, including experience using InDesign, Microsoft Word, Excel and database programs, along with an ability to learn other programs.
- Valid driver's license, ability to travel as needed.

COMPENSATION AND BENEFITS

This is a full time position in Spring Valley, Wisconsin. Salary range of \$36,000- \$40,000 based on experience. Benefits package includes vacation, sick, holiday, and paid community service time. MOSES also offers a 403b retirement plan and a defined contribution health benefit. We offer a friendly, fast-paced, flexible workplace and an exciting, team-oriented work environment. This institution is an equal opportunity provider.

How to Apply

Interested individuals should email a letter of interest, resume, a design and writing sample, to: HR@mosesorganic.org. Please include in your letter detail about why you are fit with the position and the organization.