



Do you enjoy organizing parties and events? Smart Farm of Barrington is seeking a volunteer to coordinate special events.

Smart Farm was launched in 2008. Its mission is to cultivate a healthy, eco-friendly community by:

- Offering adults and children learning opportunities in sustainable gardening;
- Promoting the benefits of sustainable gardening; and,
- Donating fresh produce to support our neighbors in need.

In 2009 we have focused our effort on growing fresh produce for our neighbors in need given the rising demand faced by local food pantries. Our garden is located at the community garden in Ron Beese Park; we have 2,500 square feet under cultivation.

Over the next few years we plan to create gardens at several locations throughout the greater Barrington area and to develop our educational offerings to community residents.

Smart Farm is seeking a volunteer to manage the operational aspects of its special events. This year we held an Open House in June and will hold a Fall Harvest celebration in September. Next year we plan to have two to three fund and friend raising events as well as several educational workshops for community residents.

As the Special Events Coordinator you will have overall responsibility for planning and executing special events. You will work closely with the Board of Directors as well as other volunteers, donors, attendees and vendors. The time commitment will vary depending on the type of event. This position is available to be “shared” between two volunteers who wish to apply jointly.

Job Responsibilities

- . Develop the event theme
- . Select and manage vendors
- . Create and distribute invitations; track responses; ensure accurate attendance projections.
- . Provide on-site management of event
- . Secure locations for workshops and prepare workshop packets

Required Skills & Experience

- . Event planning experience
- . Ability to work under pressure
- . Strong computer skills, including MS Office and e-mail; experience with performing mail merges preferred.
- . Ability to lift and/or move up to 15 pounds.
- . Must be over 18 years of age, have own transportation and valid auto insurance and hold a valid driver’s license.