University of Vermont
INSTITUTE FOR AGROECOLOGY

Employment Opportunity

Employment Opportunity

Events Assistant

- **Position Type:** Part-time, approximately 10 hours/week
- **Reports to:** Operations Manager
- **Start Date:** To be determined
- **Location:** Primarily remote, with occasional in-person support in Burlington, Vermont
- **Compensation:** $25/hour, dependent on experience

About the UVM Institute for Agroecology

Our food systems are in crisis. Industrial agriculture is one of the leading causes of climate change and health inequity around the world, but it is not the only path ahead of us. Agroecology offers a different future, one where we work together to regenerate the environment, cool the planet, tackle inequity and ensure good, healthy food for all. It is rooted in Indigenous practices and ancestral knowledge, which are combined with scientific approaches to reimagine how our food systems can and should function. Agroecology is not only about changing farming techniques, but is also about transforming policy, science, cultures, and economies to bring about more just food systems.

The Institute for Agroecology works with and for farmers, Indigenous people, social movements, and communities who are driving change in Vermont and around the world. Through research, learning, and action, we mobilize knowledge to nurture agroecology research, practice, and movements. We are committed to co-creating more just and sustainable food systems and know that this work must be done in collaboration with those who are most impacted.

Position Overview

The University of Vermont Institute for Agroecology (UVM IFA) is seeking a part-time Events Assistant to support the planning, coordination, and execution of virtual, hybrid, and in-person events. The position will also coordinate hospitality and logistical arrangements for visiting speakers, manage Institute promotional and printed materials, and provide occasional support to the Institute's Administrative Coordinator.

This is an excellent opportunity for an organized, tech-savvy, and independent individual seeking flexible part-time work. The ideal candidate is comfortable managing event logistics, providing technical support for virtual meetings and webinars, coordinating with vendors and visitors, and communicating with diverse participants and partners.

The position is primarily remote, but candidates must live within commutable distance of Burlington, Vermont, and be available for occasional in-person event support, approximately 1–2 times per month. This is a temporary position which runs through June 30, 2027.

Job Responsibilities and Tasks

Event Planning, Coordination, and Hospitality

- Support the planning and execution of virtual, hybrid, and in-person events, including webinars, workshops, meetings, guest lectures, and convenings.
- Coordinate event logistics, including scheduling, registration, participant communications, venue arrangements, catering, and materials preparation.
- Assist with hosting visiting speakers and guests, including coordinating travel arrangements, lodging, local transportation, campus access, and arrival logistics.
- Coordinate catering and refreshments for Institute events and meetings, including placing orders, arranging pickups and deliveries, and setting up and cleaning up food and beverage service.
- Provide on-site logistical support, including setting up and breaking down event spaces, moving furniture and supplies, arranging materials, and assisting presenters and attendees.
- Drive locally as needed to pick up catering, supplies, printed materials, and other event-related items.
- Maintain event calendars, registration lists, and planning documents.
- Coordinate with Institute staff, presenters, vendors, and external partners to ensure smooth event execution.
- Assist with event invitations, promotion, and follow-up communications.

Virtual Event and Technical Support

- Independently set up, manage, and provide technical support for virtual meetings, webinars, and hybrid events using Zoom and Microsoft Teams.
- Manage platform features including breakout rooms, screen sharing, recordings, participant permissions, and webinar settings.
- Troubleshoot technical issues and assist presenters and participants before and during events.
- Coordinate technical rehearsals and test audiovisual equipment and virtual event setups as needed.

Institute Materials and Administrative Support

- Manage the inventory, ordering, storage, and distribution of Institute promotional materials, branded merchandise, and printed materials.
- Work with Institute staff and external vendors to arrange printing, production, and delivery of materials for events and other activities.
- Prepare, transport, and organize materials for meetings, conferences, and outreach activities.
- Provide occasional administrative and operational support to the Institute's Administrative Coordinator, depending on available capacity and Institute priorities.

Location and Hours

This is a primarily remote position averaging **10 hours per week**, with flexibility in scheduling. Some availability during regular business hours is necessary for meetings and events.

Candidates must live within commutable distance of Burlington, Vermont, and be available for occasional in-person event support, generally 1–2 times per month. In-person responsibilities may include local driving, picking up supplies and catering, hosting visitors, and physically setting up event spaces.

Weekly hours may vary depending on the event calendar, with occasional evening or additional hours arranged in advance.

Required Skills and Qualifications

The ideal candidate is a detail-oriented, adaptable problem solver with strong organizational, communication, and technical skills. They should be comfortable working independently, learning new systems, and managing multiple tasks and deadlines.

- Experience organizing, coordinating, or supporting events, meetings, or similar activities.

- **Demonstrated proficiency with both Zoom and Microsoft Teams**, including managing virtual meetings, webinars, breakout rooms, recordings, participant access, and troubleshooting common technical issues.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent organizational, time-management, and communication skills.
- Strong attention to detail, reliability, and ability to independently manage event logistics.
- Comfort interacting with visiting speakers, guests, vendors, and participants from diverse backgrounds.
- Ability to coordinate hospitality arrangements, catering, and event setup.
- Strong technical aptitude and ability to independently troubleshoot common software and audiovisual issues.
- Valid driver's license and reliable access to a vehicle for occasional local travel, including picking up catering, supplies, and event materials.
- Ability to lift, carry, and move event supplies and materials weighing up to 25 pounds, with or without reasonable accommodation.
- Availability to provide occasional in-person event support in the Burlington, Vermont area, approximately 1–2 times per month.
- Ability to work independently and collaboratively with a remote team.
- High school diploma or equivalent.

Preferred Qualifications

- Experience providing technical production or support for webinars, virtual meetings, or hybrid events.
- Experience with event registration platforms, audiovisual equipment, or event management tools.
- Experience organizing events in a university, nonprofit, or community-based setting.
- Familiarity with UVM event planning procedures, University Event Services (UES), or local event venues.
- Experience coordinating printed materials, promotional merchandise, or vendor orders.
- Proficiency or fluency in Spanish and/or French.
- Interest in agroecology, food systems, sustainability, or social justice.

Compensation

$20-25 per hour, dependent on experience. This position is not eligible for benefits.

Application Instructions

Please send a paragraph of intent and current résumé to ifa@uvm.edu by November 15, 2026. Applications will be considered on a rolling basis.