



Executive Assistant & Event Coordinator Job Posting

Round the Bend Farm (RTB), a Center for Restorative Community, is located in South Dartmouth, MA and is a 115-acre working farm and educational non-profit. ***We are a living laboratory that cultivates, educates, and empowers people of all ages. We are devoted to the global paradigm shift toward hope and abundance by valuing diversity, modeling nature, and redefining wealth.*** RTB is seeking a passionate and motivated individual to join our team as a full-time **Executive Assistant & Event Coordinator**. **Applications will be accepted until 5 pm on Tuesday, May 5, 2026.** Anticipated start is June 2026.

JOB DESCRIPTION

Our **Executive Assistant & Event Coordinator** position requires a highly motivated and energetic individual who is passionate about RTB's mission and local food systems. It is expected that this employee will actively participate in supporting the overall mission of RTB. This employee will perform a variety of administrative tasks to support our Executive Director. To be successful in this role, the EA needs to be well-organized, have great time management skills, and be able to act without continued guidance. The EA needs to be extremely flexible in nature. **The Executive Assistant & Event Coordinator will also be expected to help with special events support, including coordinating weddings, educational events, retreats and other meetings. Additional event compensation for hours worked during the event, above and beyond normal work hours, will be provided.** This position will be demanding and challenging, but also meaningful and rewarding work.

****Please see the job description attached below for more details.***

QUALIFICATIONS

As an organization that strives to value diversity in all that we do (it's even part of our mission!), we take extra care and place extra value in continuing to diversify our team. Candidates from all backgrounds and experiences are encouraged to apply.

The ideal candidate would have **at least 1-2 years of non-profit, administrative experience**, although we are open to individuals who are quick learners and demonstrate sufficient motivation.

Requirements for this position include:

- Commitment to working in the scope of RTB's mission
- Desire to respect and care for the health of soil, plants, animals and humans
- Desire to participate in and build local, vibrant community
- Highly organized, energetic, strong work ethic
- Strong time management skills and the ability to make deadlines
- Ability to problem solve and multitask
- Dependable, tidy, flexible, personal maturity, mindful self-awareness, and a good sense of humor

- Courage, resilience, an open mind and open heart
- Excellent communication & “people” skills (both written and verbal), with the ability to accept direction and guidance
- Ability to work independently and in groups of diverse people
- Proficiency in the use of Google Workspace and Microsoft Office
- Being willing to contribute to communal living chores (meal preparations, cleaning tasks, etc.)

***Note: Preference will be given to candidates who have an active interest in environmental and social justice issues pertaining to both local and global food systems.**

COMPENSATION

- Annual wages starting at \$45,760 (\$22/hr for 40 hours per week. With benefits, the total compensation package range is approximately \$64,00-70,000 (including potential optional housing if available).
- Round the Bend Farm offers extensive employee benefits:
 - Pension Plan: RTB contributes an additional 10% of the employee’s gross salary, fully vested from the first day of employment (no probation period). This is a 403(b) plan which is equivalent to a 401(k) plan. In addition to RTB’s allocation, a teammate can opt to allocate additional funds from their paycheck. (Valued at \$4,576/year to start)
 - Health & Dental insurance: For full-time employees, RTB pays for 75% of the health & dental premiums for the first three years of employment; after 3 years of employment, RTB pays for 100% of the premiums. (Only available to full-time employees; 90-day waiting period; Valued at \$8,275/year to start)
 - Life Insurance (\$50,000 benefit), Short-term & Long-term disability: (90-day waiting period).
 - Flexible Spending Account: available for an employee to contribute pre-tax earnings to cover health expenses.
 - Paid Holidays: Thirteen paid holidays per year.
 - Paid Vacation & Wellness Days: 80 vacation hours & 56 wellness hours for full-time employees.
 - Fringe Benefits: Health & Wellness (herbal apothecary, supplements, sauna, annual massage, occasional team celebrations), shared access to our commercial kitchen and library space with internet access, and laundry facilities.
 - Housing: This position is eligible for housing in a tiny house on RTB property, though it is not guaranteed. (Valued at \$6,000-\$12,000/year)
 - Weekday Lunch: Paid 30-minute lunch break with meal provided, crafted from delicious, vibrant farm produce.
 - Sustainable Lifestyle: Hands-on learning environment focused on all aspects of sustainable living.
 - Beautiful Live-Work Environment: Buzzards Bay breezes, silky SouthCoast sunsets, and stargazing/moon views from Goat Rock.
- *Please note: This job is not contingent upon living on the farm. Additional responsibilities to contribute to the community are required if housing is available and an employee chooses to live on the farm.*

HOW TO APPLY

Please **complete the [RTB Candidate Questionnaire](https://forms.gle/VDXgeZoAHf8u21CH9)** (<https://forms.gle/VDXgeZoAHf8u21CH9>) and **send a letter of interest** telling us about yourself and detailing your motivations and qualifications for this position, along with a **brief resume and at least two professional references** (at least one reference must be from someone who has directly supervised you). Incomplete submissions will not be considered; complete applications will be reviewed/interviewed on a rolling basis. If you need reasonable accommodations at any point in the application or interview process, please let us know. Also, please feel free to note which pronouns you use.

Applications will be accepted until 5 pm on Tuesday, May 5, 2026.

Please send materials via email (preferred) to Elizabeth (elizabeth@roundthebendfarm.org) or via US mail to:

Round the Bend Farm
Attn: Elizabeth Murphy
92 Allens Neck Road
South Dartmouth, MA 02748

***ROUND THE BEND FARM (RTB) IS AN EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION EMPLOYER***

RTB values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. RTB is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

Executive Assistant & Event Coordinator

Job Description

Executive Assistant

- Assist in administrative problem solving, program/project planning, development, and execution of stated goals and objectives.
- Work independently and within a team on special, non-recurring and ongoing projects, including work on the farm, organizing and leading tours as needed by the Executive Director (ED).
- Serve as a project manager for special projects at the request of the ED, which may include: planning and coordinating multiple presentations, disseminating information, and organizing events.
- Compose routine correspondence and reports for the ED. Prepare communications and presentations outlined by the ED in oral or written directions.

- Attend and take minutes for bi-weekly team meetings (Mondays at lunchtime) and distribute to the team and save on server and in calendars; and attend and take minutes for other meetings as needed. (During Root Management Council weeks, send out the agenda for the week via email for the team.)
- Assist in preparing presentations for the Executive Director for team meetings, board meetings, and meetings with visiting VIPs.
- Collaborate and write/prepare appeals, e-blasts, blogs, articles, social media posts, and media-related postings with the Executive Director.
- Collaborate on writing and/or editing the end-of-fiscal-year annual report and annual appeal mailing that goes along with the annual report.
- Assist in grant writing opportunities as needed.
- Manage and keep up-to-date binders for each parcel of RTB (RTB proper, RTB East, and Everbearing Farm) along with the Office Administrator & Human Resources.
- Assist in a variety of accounting tasks as needed by ED, including reconciling RTB expenses and ED credit card/reimbursements from RTB/Bromley.
- Maintain efficient record-keeping systems by assuring that accurate files are kept for administrative files both on server and, in some cases, hard files. Includes various types of data tracking for certain RTB projects.

Event Coordinator

- Coordinate sustainable events, including weddings, education events and retreats. Includes, but is not limited to the following: support with email correspondence and creating to-do lists, manage event spreadsheets, create invoices, oversee all aspects from start to finish alongside the Executive Director, and support all aspects of the day during the event. *Additional event compensation is provided if the event occurs outside of regular work hours.*

General Functions

- Efficiently communicate with Executive Director and all teammates
- Attend appropriate trainings or workshops
- Answer telephone when in the office/kitchen as needed
- Support RTB education initiatives at the farm as needed (ie field trips, workshops, events) per management approval
- Support RTB team with 'house' chores as needed. These can include the following: watering plants in the office, vacuuming & sweeping offices, community meal preparations and/or clean-up.
- Monthly Open Farm Days (OFDs) duties, including but not limited to the following:
 - Set-up and breakdown responsibilities (including the day before)
 - Potential for working the day of the event
- Contribute to promoting a positive and productive work environment that values diversity and inclusion, supporting a healthier RTB community.
- Take initiative to contribute to a healthy community; including striving to live by **The Four Agreements** at work and with work relationships. **The Four Agreements are:**
 1. **Be impeccable with your word:** Speak with integrity. Say only what you mean. Avoid using the word to speak against yourself or to gossip about others. Use the power of your word in the direction of truth and love.

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2. **Don't take things personally:** Nothing others do is because of you. What others say and do is a projection of their own reality, their own dream. When you are immune to the opinions and actions of others, you won't be the victim of needless suffering.
3. **Don't make assumptions:** Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness, and drama. With just this one agreement, you can completely transform your life.
4. **Always do your best:** Your best is going to change from moment to moment; it will be different when you are healthy as opposed to sick. Under any circumstance, simply do your best and you will avoid self-judgment, self-abuse and regret.