

Agricultural Program Coordinator

POSITION IDENTIFICATION

Agricultural Program Coordinator; full-time; 40 hours per week; FLSA exempt position

POSITION SUMMARY

To coordinate the robust and growing agricultural department at Grand Traverse Conservation District. This includes supervising staff, volunteers, and participants of the Great Lakes Incubator Farm (GLIF); implementing and executing the business plan of GLIF and building the program into a successful pathway for new and beginning farmers to enter the agricultural space in northwest lower Michigan; leveraging partnerships and collaborating with on-farm technical assistance providers and educators to provide farm-based educational opportunities; and maintaining records and recording grant metrics for reporting.

RELATIONSHIPS

Reports to: Executive Director

Supervises: MAEAP, Produce Safety, TOPP technician; GLIF participants

Works with: All Grand Traverse Conservation District staff

External Stakeholders: Agricultural producers, community members, volunteers, County and City government and commissions

RESPONSIBILITIES AND DUTIES

Essential Functions:

- Manages the Great Lakes Incubator Farm (GLIF) program
- Works with farmers and mentors to provide technical assistance, training, one-on-one support, and resources to new and beginning growers
- Delivers content through webinars and in-person trainings and meetings
- Coordinates mentorship pairings between new/beginning farmers and mentor farmers
- Supervises, coordinates, and checks in regularly with MAEAP, Produce Safety, and TOPP technicians
- Performs or takes part in on-farm workshops
- Completes travel for trainings, meetings, and collaborative work
- Develops materials to effectively engage producers through outreach and education
- Promotes GTCD's agriculture programs through displays, newsletters, group presentations, demonstrations, public service announcements, news releases, radio programs, and other means
- Researches and writes grants to support GTCD's agricultural programs
- Works cooperatively with GTCD staff and other agency personnel; supports District initiatives and activities as needed
- Attends and participates in regular staff and management team meetings
- Completes other essential activities as required by grant agreements
- Completes other duties as assigned

WORKING CONDITIONS

The primary workplace is in a typical office setting at the Grand Traverse Conservation District office in the Boardman River Nature Center, or the Great Lakes Incubator Farm, in Traverse City, MI, with occasional travel to farms, trainings, and conferences throughout Michigan. Field work onsite at GLIF and at satellite farms will also be a major part of the job. Employee must be able to perform all job duties with or without reasonable accommodation.

REQUIRED KNOWLEDGE & EXPERIENCE

Related Work Experience

- Five or more years' experience in natural resources or agriculture fieldwork is desired
- Knowledge of and experience working with agricultural producers and practices is required
- Demonstrated aptitude for managing a team and implementing a new/developing program

Formal Education

- A degree from an accredited college or university in agriculture, natural resources management, or a degree in business or marketing with a keen interest or prior experience in agriculture or six or more years of relevant work experience.

Skills & Abilities

- Excellent attention to detail and high level of accuracy
- Self-starter who is motivated to see several projects grow and thrive in the Grand Traverse area; willing to maintain a positive attitude and growth mindset
- Able to communicate with a wide variety of individuals, comfortable with public speaking
- Must be able to work independently and as part of a team
- Comfortable working on a farm in all weather; experienced using various farm equipment such as driving tractors, backing up trailers, and connecting and utilizing various farm implements using a PTO drive, as well as navigating uneven terrain
- Proficient in use of PC, Google Drive, and Microsoft Office Suite
- Must have a valid driver's license

COMPENSATION

The Agricultural Program Coordinator is a full time, 40 hours/week, FLSA exempt position. Salary: \$45,000-\$58,000/year, based on experience. Benefits include paid holidays, 18 paid days off per year, retirement, and the Conservation District's group health insurance package including dental and vision. This position is grant funded.

TO APPLY

Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to the Executive Director, Koffi Kpachavi at koffi@gtcd.org. Application materials may be found on the Grand Traverse Conservation District website: www.natureiscalling.org.

APPLICATIONS DUE BY EOD FRIDAY, March 8, 2024

The Grand Traverse Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.