This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Job functions may be subject to modification at the organization’s discretion.

ANGELIC ORGANICS LEARNING CENTER JOB DESCRIPTION

POSITION TITLE: Program Coordinator, Farmer Training
REPORTS TO: Program Director, Farmer Training
DEPARTMENT: Farmer Training Initiative
POSITION STATUS: Full-Time, Starting rate $16.00/hr
FLSA STATUS: Non-Exempt

JOB SUMMARY
This position is responsible for coordinating the educational programs of the Farmer Training Initiative including coordinating program logistics, program delivery, data entry, coordinating outreach and recruitment for programs, program evaluation, and farmer alliance work. See Angelic Organics Learning Center’s Farmer Training Initiative for more information about our work. Bi-lingual candidates (English & Spanish) are strongly encouraged to apply. For a full job description click here. Apply here. Cover letter, resume, and references required for consideration.

ESSENTIAL JOB FUNCTIONS

Coordinate and Deliver Farmer Training Programs
- Update & support applications, intake, and evaluation process.
- Engage Upper Midwest CRAFT (Collaborative Regional Alliance For Farmer Training)
- Curate weekly newsletter for Upper Midwest CRAFT
- Support and/or facilitate Stateline Farm Beginnings program
- Facilitate workshops, programs, and events

Coordinate Farmer Engagement, Marketing, and Outreach
- Collaborate to market and brand Initiatives
- Support outreach communication with diverse farmer and organization stakeholders
- Enter and organize program and participant data in our CRM program
- Help coordinate the Farmer Training schedule

Support Farmer Training Workplan and Budget
- Support implementation of the annual work plan & budget
- Evaluate progress toward weekly tasks, annual goals, and help with organizational reports
- Support creation of annual work plans & budget

We seek an energetic, positive, organized, and solution-oriented teammate who can work independently and in collaboration with staff and stakeholders! An unyielding love of and respect for food, farming, social justice, and the natural world is essential. A four-year college degree or commensurate experience 2+ years of work experience in a role coordinating people, data, or content, as well as 2+ years of work experience in food, sustainable farming, and/or experiential education. Extensive experience with Adobe Suites/Indesign, Google Drive/Suites. Experience with Constant Contact, Facebook (and other social media platforms) is preferable.

LICENSING/CERTIFICATION REQUIRED Note: Training available after hire if needed.
- Must maintain a current driver’s license
- Must be willing to maintain first aid and CPR certification
- Employment contingent upon passing a criminal background check and sex offender registry check.

To apply, submit contact information cover letter, resume, and three references here. Application without a cover letter, resume, and references will not be considered. Please no phone calls.