



Job Posting

Rural Roots

**JOB DESCRIPTION: EDUCATION PROGRAM DIRECTOR**

**Position Title:** Education Program Director

**Working Title:** Education Director – Rural Roots Cultivating Success Idaho

**MAJOR FUNCTION**

This full-time position is funded for one year through a United States Department of Agriculture (USDA) Beginning Farmer and Rancher Development Program grant. The education director will manage Rural Roots statewide efforts to increase the number and success of beginning small farmers and ranchers in Idaho through comprehensive training, ongoing farmer-to-farmer mentoring and will work closely with the project co-directors to provide project management and coordination for educational programming and outreach efforts. This position is highly collaborative.

Provide Cultivating Success/Small Farms education coordination by: (85% of Time)  
coordinating of team and advisory board meetings, tracking project tasks, outputs and timelines, maintaining consistent internal team and external communications, project communications with the media, tracking and facilitating annual and final reporting requirements, and supporting team members on the project as needed.

Provide program support by: (10% of time)  
Coordinating closely with Extension Educators, Rural Roots Board, and partners to accomplish high priority, high quality educational outreach and education for target audiences.

Contribute to team effort by: (5% of Time)  
Performing related tasks and other duties as assigned by supervisor within the scope of this position and as needed.

Duration: Effective upon hire. One-year position with potential to continue, contingent on funding and performance - monitored by quarterly assessments and annual 360 performance review.

Salary - \$16-\$18 per hour depending on experience

This salary includes paid vacation time of 3 weeks. We anticipate that the Education Director will work from 8:00 am to 5:00 pm, Monday to Friday, 40 hours/week, on average. Availability for some weeknight, weekend and overnight travel required. An accurate time sheet of hours worked and tasks performed will be required weekly.

Position Expectations: The Education Director will work in partnership with the board to implement Rural Roots scope of work on the USDA Beginning Farmer Rancher grant program (Cultivating Success, Idaho), ensure effective day-to-day operations, and guide the gradual growth of the organization. The Education Director will be the official “face” of the organization in the community, supported by the board. Weekend and evening availability is a periodic and routine expectation for the success of the position.

## **MINIMUM QUALIFICATIONS**

Education: Must have a M.S. degree in Agriculture, Horticulture, Natural Resources, Environmental Science, Education, Communications or other applicable field, OR must have a B.S. in any of the above PLUS 3 years work experience in Agriculture, Horticulture, Food Systems, Natural Resources or other applicable science or education field

Experience in customer service or outreach or education targeted to agricultural producers

Experience creating and editing content for print, digital, web and social media

Proficiency using Microsoft computer programs including Word, PowerPoint, Publisher, Excel

Willingness and ability to work independently on self-directed projects and in cooperation with team members

Demonstrated excellent verbal and written communication skills and interpersonal skills

Ability to lift a minimum of 30 pounds

Ability to work out-of-doors in hot/cold/wet weather

Ability to travel overnight (up to four nights), work weekends and evenings

Possess: valid driver's license and have access to own transportation

## **DESIRABLE QUALIFICATIONS**

Appropriate degree AND 5 years work experience in sustainable agriculture, agriculture education, or related field;

Knowledge of and previous success in acquiring grants, especially USDA;

Record of successfully meeting fixed deliverables;

Experience promoting sustainable agriculture and small farms or community food systems outreach through traditional, digital and social media channels.

*\*\*Employment may be contingent upon satisfactory completion of a criminal background and/or driving investigation.\*\**

## **TO APPLY:**

Submit the following items electronically to [radmin@ruralroots.org](mailto:radmin@ruralroots.org):

1. Cover Letter
2. Resume
3. References - minimum of three (3) including contact information and relationship to applicant\*

\*Please note references may be contacted as part of the pre-interview screening process.

Questions may be directed to: [radmin@ruralroots.org](mailto:radmin@ruralroots.org)

## **DEADLINE FOR APPLICATIONS**

September 20, 2017 or until a suitable candidate is found.

***Rural Roots has a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, or status as a Vietnam-era veteran.***