



## GrassWorks Program and Engagement Coordinator Position Description

GrassWorks is a grassroots membership organization that provides leadership and education to farmers and consumers for the advancement of managed grass-based agriculture to benefit present and future generations. We are the Midwest's premier farmer-driven grazing organization, serving its growing membership through farmer-to-farmer learning and community building. Our signature GrassWorks Annual Grazing Conference is a 3-day learning and networking event.

GrassWorks partners with agencies, educational institutions, and other organizations to create high-quality group education, peer mentoring, and individualized technical support for farmers, coordinated at the state level and delivered in cooperation with local and regional partners. We serve as a clearinghouse of grazing information for Wisconsin, the region, and beyond.

GrassWorks is seeking a dynamic Program and Engagement Coordinator to develop GrassWorks' comprehensive education and engagement programming. The position will coordinate and contribute to grant-funded projects including GrassWorks' Sustain Our Great Lakes (SOGL) project, a program of the National Fish and Wildlife Foundation, as well as collaborate in GrassWorks' mission-focused general operations and other duties as assigned. The ideal candidate will be dedicated to building the capacity and impact of GrassWorks' education and engagement programming. They will collaborate with teams and project leaders to develop strategies that expand the scope and reach of GrassWorks, both internally and in synergy with our partners.

Compensation will be \$52,000-55,000, commensurate with experience for this full-time position. A health insurance stipend of \$600/month will be provided. This is a remote Midwest-based position with flexible hours. Travel is required, mainly within Wisconsin for meetings and events. Driver's license and personal vehicle required. Mileage will be reimbursed.

### Key Activities

#### Outreach and Engagement

- Coordinate administrative tasks and foster engagement between projects to create efficiencies and enhance outcomes. This includes ensuring effective communication across project teams and identifying and implementing process improvements.
- Schedule, organize, and facilitate committee meetings and participate in strategic planning and organizational development activities.
- Support the coordination of grant applications, budgets, reports, and schedules. This includes maintaining accurate records of grant activities and deliverables and tracking and managing grant applications.
- Lead or collaborate in key educational outreach initiatives, including running GrassWorks' Grazing Ambassadors program and coordinating and facilitating workshops and training sessions.



- Engage with GrassWorks' partners to develop effective and lasting mutually beneficial programs. This includes coordinating joint initiatives and events, monitoring and evaluating partnership outcomes, and identifying and cultivating relationships with new partners.
- Coordinate and support volunteers and members to integrate into relevant programming.
- Engage with farmers and partners to provide educational resources for grazing in the state and region.

### **Advancing GrassWorks Programs**

- Collaborate with the GrassWorks team to develop and implement a comprehensive educational program for farmers, farmer advisors, and the general public.
- Manage the GrassWorks SOGL project and develop and implement strategies to improve program impact.
- Oversee and improve other existing educational programming while collaborating to create innovative new programming.
- Contribute to the planning of the annual conference including coordinating with the conference planner to ensure the tracking and fulfillment of conference-related grant deliverables.
- Develop and implement fundraising strategies for GrassWorks programs, including grant writing and cultivating individual donor and sponsorship support.

### **Key Qualifications and Skills**

- Bachelor's degree in Agriculture, Natural Sciences, Environmental Studies, Resource Management, or related field(s) including Agricultural Business.
- Minimum 2-3 years of education and/or outreach programming in agriculture, project management, program development, or any combination of education and experience demonstrating the ability to perform the work successfully.
- Managed grazing experience is a plus!
- Demonstrated skills in working in and managing collaborative teams.
- Proficiency in administrative skills, including record keeping, budgeting, and planning.
- Capacity to manage multiple project timelines and budgets simultaneously and successfully.
- Event coordination.
- Energetic and personable; takes initiative and thinks creatively.
- Excellent and prompt written and verbal communication skills.
- Self-management, organized, capacity to work and cooperate through virtual calendars and electronic communications, and maintain group accountability.
- Strong computer skills including Google Workspace, documents, spreadsheets,
- Knowledge of publication/layout/design; website software, database software, marketing software, and/or tools a plus.
- Grant writing skills are a plus.
- Nonprofit experience is a plus.

### **How to Apply**

Email your resume, cover letter, and list of three references to [apply@grassworks.org](mailto:apply@grassworks.org). Initial application screening will begin on June 26th, 2024. Applications will be accepted until the position is filled but applications received by June 26th 5:00 pm Central Time will receive preference.