

IOWA AGRICULTURE LITERACY FOUNDATION



Position: Education Program Coordinator
Location: West Des Moines, IA

Job Description Date: February 20, 2023

Position: Full-time

Reports to: Executive Director

Summary of Functions

The Education Program Coordinator develops and procures resource materials to support agriculture literacy efforts for teachers grades Pre K-12, students, Ag in the Classroom coordinators/volunteers, and ag trade and commodity organizations. They will promote awareness of agriculture and train educators to integrate agriculture as part of their curriculum. The Education Program Coordinator plans and implements educator, student and community programs to demonstrate Iowa Agriculture Literacy Foundation's (IALF) commitment to strengthening the agricultural literacy of Iowans. This individual is detail-oriented and organized with a passion for elevating agriculture literacy. Collaborating closely with the IALF Team and partners, this position works on a variety of agricultural literacy education projects, programs, initiatives, and activities.

Job Responsibilities

Essential Functions

- Develop agricultural lesson plans and materials aligned with Iowa Core Standards to be used in classrooms, virtual learning, educator trainings.
- Coordinate agricultural literacy education trainings, events, and programs; to include development, implementation, tasks and logistics, volunteer stewardship, program evaluations and reports.
- Conduct in-person and virtual presentations for adult and student learners as part of conferences, workshops, in-service and classroom learning, trade shows and various programs.
- Serves as IALF's point of contact to assist educators with integrating agriculture learning, provide program support and guidance for targeted, sponsored programs.
- Promote and support IALF's mission, programs, resources and initiatives through storytelling, writing, and posting utilizing various platforms, i.e., website, social media, blogs, FarmChat®, videos.
- Maintain and procure program inventory, educational supplies, materials, and resources.
- Assist with processes, fulfillment and stewardship of grants and sponsor programs.
- Prepare reports in support of results and impacts.
- Develop and design support material.

Non-Essential Functions

Perform other job-related duties or special projects as assigned.

Qualifications

The requirements listed below are representative of the education, experience, knowledge, skill, competencies, and ability required.

- Bachelor's degree in Education, Agriculture or other related field of study or three years relevant experience with teaching, or the equivalent combination of education and experience.
- Background and experience in agriculture and planning education programs preferred.
- Proficiency in writing program materials on a variety of platforms preferred.
- Proven presentation, organizational, oral and written communication skills.
- Working knowledge of Microsoft Office Suite, including Outlook, SharePoint, Teams, Excel and Word.
- Working knowledge of design programs, i.e., Adobe Creative Cloud, Publisher, Canva.
- This position requires some in-state travel, including overnights.
- Ability to create and activate comprehensive, detailed projects, programs and events.
- Self-motivated service-minded individual that demonstrates initiative, accountability, and capacity to work independently and collaboratively with IALF team to accomplish tasks, problem-solving and goals.
- Ability to maneuver supplies and equipment; push, pull, and lift up to 20 pounds.

To apply, please submit resume and cover letter by March 17 to: Melissa Anderson,
MAnderson@iowaagliteracy.org, please identify the subject as Applicant - Education Program Coordinator.