# IOWA AGRICULTURE LITERACY FOUNDATION

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<th>Position: Education Program Manager</th>
<th>Job Description Date: March 2024</th>
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<td>Location: West Des Moines, IA</td>
<td>Position: Full-time</td>
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## Summary

The Education Program Manager develops resources to support agriculture literacy efforts for teachers, students, and Iowa’s Agriculture in the Classroom (AITC) network for grades PreK-12. They will organize and lead statewide teacher professional development events to train educators to integrate agriculture as part of their curriculum and represent IALF at education and agriculture programs to promote the organization’s commitment to agriculture literacy. This position engages in the planning, writing and fulfillment of grants and sponsorships. This individual is detail-oriented and organized with initiative and desire to elevate agriculture literacy. Collaborating with the IALF Team and partners, this position manages the development and implementation of agricultural literacy programs, resources, and initiatives.

## Job Responsibilities

### Essential Functions

- Develop agricultural lesson plans and materials aligned with Iowa Core Standards.
- Lead, organize and implement statewide agriculture literacy trainings, events and programs; includes logistics, tasks, and materials, promotion and recruitment, partner collaboration and stewardship.
- Conduct presentations for adult and student learners as part of conferences, workshops, in-service and classroom learning, trade shows, and community awareness and engagement.
- Assist with the management, processes, fulfillment and stewardship of grants and sponsorships.
- Promote and support IALF’s mission, programs, resources and initiatives utilizing technology and various platforms, i.e. website, social media, blogs, FarmChats, video, e-newsletters, Moodle, JotForm, etc.
- Support educators to integrate agriculture with statewide and regional trainings, mentorship and guidance, lesson plan connections, in-classroom programming, and presentations.
- Create and distribute program surveys, maintain event logs, analyze and organize data.
- Prepare reports in support of results and impacts.
- Facilitate IALF’s Education Advisory Council and implement priorities.
- Manage inventory for educational resources, materials, and supplies for programs, lending library, etc.

### Non-Essential Functions

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

## Qualifications

These requirements 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 five years relevant experience with teaching, or the equivalent combination of education and experience.
- Background and experience in agriculture.
- Proven experience and proficiency in curriculum development, design and presentation required.
- Background and leadership in planning educational programs and writing educational materials.
- Proven presentation, organizational, oral, written and communication skills.
- Ability to manage and activate comprehensive, detailed projects, programs and events.
- Working knowledge of Microsoft Office Suite and design programs such as Adobe and Canva.
- This position requires occasional in-state travel, including overnights.
- 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.
- Work from our office in West Des Moines, Iowa.
- Ability to maneuver supplies and equipment; push, pull, and lift up to 20 pounds.

To apply, please submit resume and cover letter by 5:00 p.m., April 8, 2024 to: Melissa Anderson, Manderson@iowaagliteracy.org, please identify the subject as Applicant – Education Program Manager.