



EDUCATION & OUTREACH COORDINATOR



3 Sisters Farm, Williams



FLOLO Farm, West Union



College Farm Tour



Organic Workshop, Cherokee

Join our team! The Iowa Organic Association is seeking a confident, experienced Education and Outreach Coordinator to continue building a strong education program for Iowa's organic community. Since 2006, IOA has been a statewide leader in advancing organic agriculture and food systems in Iowa by providing technical support, delivering educational programs and resources, organizing advocacy efforts and strengthening community partnerships.

Organic is a growing movement, the fastest growing agriculture industry in the U.S., where more and more people are turning to organic practices and products because of current climate, health, and food concerns – and to ensure a lasting farm and land legacy for future generations.

As the \$63B organic industry continues to soar with demand for organic products and practices, Iowa producers, landowners, businesses, and consumers are increasingly looking for opportunities and leadership that supports participation in this movement. IOA, as an organization, is also growing rapidly and we are expanding our team to meet the needs of Iowa's growing organic community.



DESCRIPTION

The Education and Outreach Coordinator's main role is to successfully manage and execute a multi-track education program. The basic scope of work includes the following:

1. Serve as point of contact for IOA education and outreach programs and activities.
2. Identify farmers, businesses, organizations and other stakeholders to participate in and/or support IOA programs.
3. Help cultivate and grow Iowa's organic community and IOA membership.
4. Lead IOA Education Committee and Education Program, with guidance and support from Executive Director and IOA Board.
5. Develop and deliver educational programming that meets IOA mission and objectives; webinars (12), field days (6) and/or workshops (2-3); college outreach program (20 school or farm visits annually).
6. Define program goals, coordinate program logistics, solicit sponsors, recruit presenters and participants, deliver programs, manage evaluations, and generate reports.

7. Identify and lead new educational initiatives in line with organization needs and long-range plan objectives.
8. Conduct outreach at industry tradeshows, conferences, programs and events (5-6/year) – develop appropriate outreach materials, manage logistics, and evaluate impact.
9. Develop, compile and share organic educational tools and resources for outreach, website and programs.
10. Monitor and ensure grant budget compliance.
11. Help maintain organization database.
12. Submit timely and accurate program and grant reports.
13. Perform other duties as assigned by the Executive Director.

QUALIFICATIONS

Qualified applicants will demonstrate that they are highly-professional, detail-oriented, self-starting, well organized, proficient in managing multiple components simultaneously, and work well with a range of stakeholders.

1. Strong commitment to the mission, philosophy, and vision of the organization.
2. Associates or Undergraduate degree in Environmental Education, Agronomy, or similar field, and two years related experience and/or training, or equivalent combination of education and experience.
3. An understanding about organic farming, agriculture and/or local food systems is desired.
4. A background working with non-profits is desired, but not required.
5. Experience in event coordination and delivering educational programming.
6. Experience meeting grant objectives.
7. Proficient in MS Office, Google Suite, YouTube, database management and social media.
8. Excellent professional written and verbal communication skills; must be outgoing and willing to talk to people on the phone and in person.
9. Ability to develop systems to manage a range of tasks and responsibilities
10. Self-motivated, problem-solver, professional, and punctual. A great team member and also motivated to work independently.
11. Must be an Iowa resident, have a valid driver's license, and car insurance.
12. Frequent travel across the state of Iowa is required (50%); must have transportation.
13. Some heavy lifting (outreach materials) – less than 50#.

Compensation: part-time, 28 hrs/wk (with the potential for more hours starting in the fall); pay based on experience: \$20-24/hr.

Benefits: paid holidays and 2-week PTO accrual after 6 months of employment; remote work setting; flexible work schedule M-F during normal business hours (7 a.m. – 6 p.m.); occasional weekends (conferences/field days).

To Apply: please submit cover letter summarizing your qualifications for this position along with a resume outlining your work history to: Jobs@IowaOrganic.org.

The Iowa Organic Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.