

## **JOB DESCRIPTION**

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**Job Title:** Education & Outreach Coordinator      **FLSA:** 32 hr/wk; Non-exempt  
**Reports to:** Executive Director

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.

### **JOB SUMMARY**

The Education & Outreach Coordinator will coordinate and lead USDA Transition to Organic Partnership Program (TOPP) education and outreach activities to help expand awareness and knowledge about organic transition, certification, inspection, production systems, pest-weed-fertility management, markets and more! Primary responsibilities include, but are not limited to, developing promotional content, organizing and delivering webinars, field days, workshops, college campus presentations, attending stakeholder conferences and community events, and summarizing program activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serve as point of contact for IOA TOPP-related education and outreach programs and activities.
2. Work in coordination with IOA education team to develop education priorities and activities related to organization mission and program objectives.
3. Develop and deliver educational programming that meets IOA mission and grant objectives: webinars (6), field days (4), workshops (2) and/or college presentations (10).
4. Attend industry trade shows, conferences, programs, and community events (10); develop appropriate outreach materials for audience, manage logistics, and evaluate impact.
5. Define program/activity goals, coordinate logistics, solicit sponsors, recruit presenters and participants, deliver programs, collect evaluations, and generate reports.
6. Develop, compile and share organic tools and resources for outreach, website and programs.
7. Travel across Iowa for field days and outreach activities.
8. Collect and document project metrics, evaluations and materials.
9. Identify farmers, businesses, organizations, and other stakeholders to participate in and/or support IOA programs.
10. Monitor and ensure program budget compliance.
11. Maintain organization database.
12. Submit timely and accurate program and grant reports.
13. Attend Board and Committee meetings, as requested.
14. Perform other duties as assigned by the Executive Director.

### **REQUIRED QUALIFICATIONS AND SKILLS**

- Strong commitment to the mission, philosophy, and vision of the organization.
- Experience in developing and delivering educational activities (field days, webinars, workshops).
- Familiar with MS Office, Google Suite, YouTube, and database management.
- Experience meeting grant objectives.
- Excellent professional written and verbal communication skills; must be outgoing and willing to talk to people and/or groups on the phone, on-line, and in person.
- Must be an Iowa resident.
- Must have a valid driver's license, transportation, and car insurance.

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### **PREFERRED QUALIFICATIONS AND SKILLS**

- An understanding about organic farming, agriculture and/or local food systems in Iowa is desired.
- An understanding about NOP organic standards is desired.
- 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.
- Experience working in a non-profit setting.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work remotely and independently.
- Prioritize and manage tasks in a fast-paced setting.
- Must be able to lift up to 50 lbs.
- Frequent travel across the state of Iowa is required. Prolonged periods of sitting while driving.
- May be required to work outside, in uncontrolled environments, and exposed to adverse weather conditions.
- Able to traverse various types of terrain while in the field.

### **DISCLAIMER**

I understand this job description describes the general nature of the job along with the essential job functions, requirements, and basic duties. I further understand that this job description does not include a detailed description of all responsibilities, such as those that are peripheral or incidental that may be inherent in the position. I may be required to perform additional functions and requirements as deemed appropriate to meet standards of quality. The Iowa Organic Association reserves the right to modify the contents of this job description at its discretion. This job description is not to be considered a contract for employment, either expressed or implied, between The Iowa Organic Association and its' employees.

**I have read and understand the contents of this job description. I have received a copy for my records.**

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Employee Signature

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Date

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Print Name