



JOB ANNOUNCEMENT

**Midwest Program Associate, Wild Farm Alliance
October 2023**

Midwest Program Associate

Overview

Wild Farm Alliance (WFA) is a nonprofit organization dedicated to promoting healthy, viable agriculture that protects and restores wild nature. We have a bold 2050 vision to bring nature back to our farms and to catalyze a stewardship ethic among current and new generations of farmers, land stewards, agencies, nonprofits, policy makers, scientists and educational institutions. Learn more about Wild Farm Alliance at www.wildfarmalliance.org.

The Midwest Program Associate will play a critical role within the organization and its expansion in the Midwest. They will be responsible for building relationships and identifying opportunities in the Midwest to work within the agricultural and conservation community. They will deliver program objectives and outreach to meet our grant funded deliverables. The immediate focus of this position will be centered on educating and inspiring Midwest farmers to install native habitat to attract and support beneficial birds and insects for pest control. Specifically, the Midwest Program Associate is responsible for managing program implementation, organizing outreach events (farm field days), writing and publishing programmatic resources, working with contractors and others to produce videos, conducting literature research, networking to build alliances and providing general communications (print, email, social media). This is a new position in the Midwest within our growing organization and the person hired will have the opportunity to hone best practices to fit the region.

Location

This is a remote position based in Minnesota/Wisconsin, working from a home office. Some travel is required. The ideal candidate will be based within driving distance from the Minneapolis/St. Paul area. We will consider applicants outside of this area who have strong skillsets.

Key Responsibilities

- Participate in program planning and implementation, including working with project team made up of WFA staff, contractors, farmers, conservationists, researchers, and others.
- Organize and host field days with multiple speaker presentations on farms throughout Minnesota/Wisconsin.
- Conduct video interviews with farmers and researchers.
- Plan and coordinate webinars with several speakers' presentations, including ones that cover topics in technical and online resources.
- Write technical documents.
- Conduct outreach to a wide and diverse audience promoting WFA videos, narratives and resources.
- Conduct general grant administration and deliverables, attend required meetings (and lead as needed), assist with quarterly and annual progress reports.
- Assist with grant writing for other projects.

- Respond to information requests and routine correspondence.
- Participate in coalition calls as necessary.
- Deliver public presentations about WFA programs and work.
- Represent WFA at meetings and outreach events, building the base of WFA supporters and our alliance of project partners.
- Provide support to develop communication pieces, both online and offline to communicate WFA program accomplishments to the public, including action alerts, newsletters, printed handouts, annual reports and social media.
- Update program pages on website and StoryMap platforms.
- Other duties as assigned.

Qualifications

Our ideal candidate will have direct experience in working in the conservation-based agriculture field with a focus on beneficial species and native habitat; managing program implementation; technical knowledge of conservation plantings and best practices; and translating scientific information for a farmer audience. The right person works well in a highly collaborative and multi-disciplinary environment; ability to think strategically and creatively; has clear and effective communication skills for both verbal and written communication; and a passion for achieving success. The specific requirements and preferred skills and experience we are looking for are listed below:

Required

- Bachelor's degree required. Preferred specialties or field of study in agriculture, natural resource management or similar.
- Strong knowledge of and experience working with farmers to install conservation plantings and demonstrated ability to work with growers from all backgrounds.
- Minimum 5 years progressively responsible and successful project management and program delivery experienced.
- An understanding of sustainable and conventional agriculture and native plants (ideally in the Midwest).
- Ability to travel to farms throughout Minnesota/Wisconsin for field days and other events.
- Ability to work in a fast-paced environment, prioritizing and managing multiple, complex projects, and consistently delivering high quality work projects on schedule.
- Excellent written and verbal communication skills, including the ability to write clear emails, and technical documents for diverse audiences and conduct presentations for farmers, conservationists, scientists and other audiences.
- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel etc.)
- A sense of humor and strong team player.
- Valid driver's license in the United States and a motor vehicle records check allowing employee to be insured under WFA corporate liability insurance.

Preferred

- Graduate degree in agriculture, natural resource management or similar.
- Experience in grant writing and reporting.
- Bilingual or multilingual.
- Experience in budget management responsibility.

Physical Requirements

Be able to perform the following with reasonable breaks and/or accommodations:

- Move and transport supplies, materials, and equipment weighing up to 30 pounds.
- Occasional work outdoors in the field for 8-10 hours per day, often in sparsely populated, remote locations and under potentially adverse or difficult conditions such as high heat, rain, darkness, biting and stinging insects and other dangerous wildlife (snakes, large mammals, etc.), or abrasive or poisonous vegetation, among others.
- Traverse across unpaved roads and walkways, and rugged terrain such as steep slopes, high weeds and unimproved muddy trails, for periods of 8 hours or more.
- Drive vehicle for periods of time of up to 8 hours.
- Operate a computer and other office productivity machinery, such as a telephone or computer printer for periods of time up to 8 hours.

Hours and Compensation

Salary range \$50,000-\$58,000, depending on experience. This is a full-time, salaried, exempt position (~40 hours a week). WFA provides a wide range of benefits including generous paid time off, medical insurance and a flexible work environment. Some night and weekend work will be necessary.

Equal Employment Opportunity

At WFA we support and celebrate differences. WFA is proud to be an Equal Opportunity workplace. We are committed to incorporating Justice, Equity, Diversity and Inclusion throughout our work, including improving our efforts to hire, support and engage BIPOC, LGBTQIA+ people, and members of other historically underserved groups.

Terms

Wild Farm Alliance is an at-will employer. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

How to Apply

Submit a cover letter and resume detailing your interest and qualifications for this position to the contact below. In addition, please provide three references with contact information.

Email application materials to: shellyconnor@wildfarmalliance.org with a subject line "Midwest Program Associate Application." Early applications are encouraged as we will begin reviewing applications November 6, 2023. The position will remain open until filled. No phone calls please!