Extension and Outreach – Story County
JOB DESCRIPTION

Agriculture and Natural Resource Outreach Coordinator

ISU Extension and Outreach-Story County will utilize the Agriculture and Natural Resource Outreach Coordinator to provide clients with friendly, efficient service and ISU research-based information while assisting and in teamwork with Regional Director, County Staff and Field Specialists in the operation of the Story County Extension office.

Title: Agriculture and Natural Resource Outreach Coordinator

General Position Description: The Agriculture and Natural Resource Coordinator will work with a team of staff and volunteers to plan and implement agricultural, natural resource and horticultural education and volunteer service program in Story County, IA within the Land Grand mission of Iowa State University. The coordinator facilitates classes, organizes special program committees, and implements agricultural, natural resource and horticultural related events for the public to demonstrate community impact. In addition, the coordinator will seek beneficial partnerships to engage citizens in education in areas related to these topics.

Primary Location Status: ISU Extension and Outreach, Story County office located in Ames, IA. Full Time (40 hours/week). Office hours 8 AM-4:30 PM Monday-Friday. Primarily daytime work, but regular night and occasional weekend work required.

Compensation & Benefits: Starting Wage $18HR. 100% of Employer Provided Health and Life Insurance, Dental insurance optional. Paid time off and Holiday pay. IPERS retirement benefits.

Responsible to: Story County Regional Director

Skills & Qualifications

Skills:
• Ability to coordinate research-based education with fidelity to meet measurable outcomes
• Ability to lead volunteers and partner to collaborative results in response to community needs
• Effective and timely communication skills, ability to utilize a variety of communication styles and modalities (phone, email, social media) including conflict management
• Demonstrated leadership and organizational skills, capable of delegating tasks and coordination volunteer efforts
• Working operations knowledge of audio=visual equipment and office machinery locally and off-site
• Implements professionalism in client and volunteer confidentiality
• Ability to work independently, and as a team with office staff and community partners (existing and new)
• Able to lift and move 40 pounds

Required Qualifications:
• Minimum AA college education, with 2 years’ experience in one or more areas of position description
• Horticulture education or minimum demonstrated 2 years horticulture experience
• Event coordination experience
• Demonstrated group facilitation and presentation skills
• Proficient in Microsoft Office Suite or equivalent, Access, Outlook, Constant Contact
• Proficient in social media platforms

Preferred Qualifications:
• Bachelor’s degree in one or more areas of position description
• Excellent people skills
• Grant writing experience
• Volunteer coordination/management
• Demonstrated ability to establish partnerships and networks
• Experience facilitating educational programs
• Zoom and WebEx experience
Job Responsibilities

Volunteer Management:
- Recruit, screen, and identify individuals as required by local and state policies and guidelines
- Engage current volunteers for ongoing educational opportunities and sufficiently operate all activities
- Oversee and participate in volunteer recognition programs and special events
- Maintain complete files for all Master Gardener program volunteers including reporting database. Maintain all effective correspondence for the Master Gardener program with volunteer, administration, Council, and the community. Routinely advises Regional Director and Council for program impacts and needs
- Adheres to all Regional Director and Council directives regarding policies and procedures
- Work with Master Gardener Steering Committee and other volunteer committees to carry out county-sponsored activities, events, marketing, and social media in compliance with state and local Council policy and guidelines
- Works with Story County Master Gardeners Association to ensure proper accounting practices for all external funds procured

Educational Programs:
- Develop a plan of programming with the Master Gardeners to demonstrate community impact for community needs. May include opportunities to deliver programming as approved by Regional Director.
- Provide educational outreach to the public through coordinating local conferences, webinars, and speakers in subject areas such as urban agriculture, local foods, and community gardens
- Technical knowledge of Master Gardener programs, Master Conservationists programs and Horticulture education
- Responsible for facilitating the local delivery of the Story County Master Gardener, Master Forrester Stewardship and Master Conservationist Programs
- Explore opportunities and deliver Natural Resources programming in areas such as but not limited to; urban agriculture, local foods programming, School Garden 101, Ag Coffee Breaks, etc.
- Coordinates Agriculture and Natural Resource programming with field specialists serving Story County
- Informs Regional Director of involvement requests to maintain appropriate schedule balance
- Coordinate and schedule Commercial Pesticide Applicator Training Recertification, Private Pesticide Applicator Training Recertification and Manure Applicator Recertification
- Maintains client databases as needed for recertification

Team Member:
- Work with ISU Extension and Outreach to deliver the Master Gardener, Master Woodland Steward, and Master Conservationist program following program policies
- Coordinate efforts with Story County Master Gardener Association to ensure that all external funds (donations, grants, contracts) are secured with proper authorization
- Responsible for cooperating with Horticulture Education Coordinator(s) within the region
- Inform Regional Director and Council of program impacts

Communications and Other Responsibilities:
- Encouraged to write grants and obtain contracts to expand Extension Horticulture education offering
- Distribute news releases about county Natural Resources programs
- Post Ag & Natural Resources events in MyData and report attendance
- Ability to secure financial and in-kind sponsorship for events
- Develop and coordinate public relations for the Master Conservationist program
- Develop Natural Resources displays for the office and for external events
- Ensure that Story County Extension Natural Resources program materials are in accordance with the Iowa State University Extension and Outreach visual identity guide
- Perform other duties as assigned
- Provide personal vehicle and proof of insurance; must have responsible transportation; mileage is reimbursed at the federal rate

To Apply
To be considered for this position submit (pdf format):
1) Cover Letter
2) Resume
3) ISU Extension and Outreach Story County Employment Application

Send all documents via email to xstory@iastate.edu

Story County Extension is an Equal Opportunity Employer (EOE/AA)