



EASTERN WORKFORCE OPPORTUNITY REGIONAL CENTER & SERVICES

Potomac Highlands Ag Workforce Fellowship & Student Training Coordinator

Position: Potomac Highlands Ag Workforce Fellowship & Student Training Coordinator. This is a limited term employment position ending December 2025, supported by a grant from the United States Department of Agriculture-National Institute of Food and Agriculture (USDA-NIFA)

Location: Headquartered out of Moorefield, WV

Overview: This project seeks to counter the loss of skilled agribusiness labor and develop an ag workforce within the Potomac Highlands Region of eastern West Virginia through applied education, experiential learning, and direct mentorship from experts and ag business owners in the field. The Ag Workforce Fellowship & Student Training Coordinator will be the contact for the Farm Fellows and all participants, coordinates enrollment, certification, and collaborates on logistical details of all trainings. Funding for the position is grant supported by the Agriculture Food Research Initiative, Strengthening Ag Workforce Development in the Potomac Highlands through Practical Application and Mentorship.

Compensation: \$30,000 - \$38,000 per year without benefits, compensation will be commensurate with experience

Duration: Time limited employment position due to 5-year funding, (April 1, 2021 – December 30, 2025). Contract will be renewable annually.

Responsibilities:

- Provides daily coordination and support of Ag Workforce students to aid in their success with registration, progress, and completion
- Oversee enrollment and advise students with completion needs for all trainings including the Farm Fellowship Application and selection process with the Ag Advisory Council and Director of Ag Innovation
- Oversee approximately 1,000 participants and at least 600 certifications of persons in livestock and pasture management, horticulture production, and food and farm safety over a 5-year period
- Assist with the creation of promotion and advertising pieces for all sessions and work with staff to distribute and implement outreach on available web and social media channels as well as in-person opportunities
- Follow up with program attendees and students to deliver the Workforce Education and program surveys to retrieve and organize data to benefit the College and to satisfy grant reporting needs
- Coordinate between Eastern's Ag Innovation, Workforce Education, and Student Services for student data submission and lead the reporting into Banner and any other software monitoring programs
- Ensures scheduling, curricula objectives, session evaluations are accurate and effective
- Host an annual ag employment fair during Eastern's annual Ag Showcase to match trained workers with agricultural businesses in need of staff
- Collaborate with the Project's Director, Grant Manager, and Director of Non-Profits for all grant reporting data and detail needs, including time tracking and information related to project reporting
- Collaborates with the Director of Agriculture Innovation to ensure training timeline and host site location for each program is coordinated as well as the educators and industry/organization partners
- Collaborate with the Ag Advisory Committee and Director of Ag for the coordination of the farm mentor program, and student to farm mentor fellowship completion
- Attend necessary weekly College meetings, discussions and conference calls with collaborating Eastern staff and associated Ag stakeholders
- Attend approximately 12 hours of Eastern staff and planning meetings monthly

- Reports to Dean of Community Engagement and Partnerships, who also serves at the Project Director

Knowledge, Skills and Abilities:

- Must have experience with agriculture trainings and certifications
- Must possess excellent communication and reporting strengths while being professional and accommodating
- Graphic design, writing and communication skills are a must, along with knowledge of social media and website systems
- Knowledge of and experience with databases and Microsoft Office programs such as Word, Excel and PowerPoint
- Experience working in office and team setting, ability to work collaboratively with others
- Must possess excellent written and oral communication with reporting strengths while being professional and accommodating
- Must be a highly motivated self-starter who works well in an independent setting
- Willingness to work occasional evenings and weekend events, as needed
- Full time position, but working hours may vary
- Must have excellent time management skills and ability to meet deadlines and achieve deliverables
- Must possess very strong organizational skills, attention to detail with accuracy
- Ability to communicate effectively and persuasively
- Ability to analyze and solve problems
- Ability to manage projects effectively
- Ability to travel with a valid driver's license

Minimum Qualification Requirements:

Education – Associates required, Bachelor's preferred in Agriculture, Education, Communications, or Business/Non-profit management or related field. Related experience in lieu of these degrees will be considered.

Experience - Three (3) to five (5) years of recent relevant experience required. Any combination of education and/or relevant experience will be considered.

Additional Requirements - Willingness to work with varied levels of abilities and diverse partners; effective communication skills, both written and verbal; time management skills and ability to meet deadlines; strong problem-solving skills and organizational skills; accuracy and attention to detail; proficient computer skills including the use of databases, Excel, Word, etc; may be required to work some evening and weekend events.

Closing Date: Resume review begins immediately. Resumes submitted before May 17th, 2021 will be given first priority.

Application Process:

To apply, send resume and a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position directly to Dr. Megan Webb, Dean of Community Engagement & Partnerships at megan.webb@easternwv.edu. For questions, email or call 304.434.8000 ext. 9231.