Oregon Agriculture in the Classroom Foundation- Position Description

Job title: Education Programs Coordinator

Reports to: Oregon Agriculture in the Classroom Foundation Executive Director

Position Summary:
The Oregon Agriculture in the Classroom Foundation (AITC) is a 501(c)(3) non-profit, organized for the purpose of incorporating the basic concepts of agriculture into existing curricula in grades K-12 of public, private and home schools in Oregon. Last year, the program impacted more than 160,000 students in Oregon. The purpose of the position is to work with the Executive Director in the continued development and expansion of the program. We are looking for a professional to assist with promotion and implementation of programs and managing resources available to Oregon teachers in an effective and appealing manner.

Located on the Oregon State University campus in Corvallis, Oregon this is a full-time position. Although the program is housed on campus, this is <u>not an Oregon State University position</u>.

Duties and Responsibilities:
- Serve as volunteer coordinator, organizing both in-office and out-of-office volunteer efforts
- Prepare and present education programs for students and trainings for teachers, oversee presentation programs
- Manage special projects including calendar art contest and grant-funded projects
- Coordinate annual literacy project, connecting volunteers with classrooms
- Assist with annual fundraising dinner including oversight of auction item donation acquisition
- Development and oversight of both educational and program promotion materials such as the school year calendar, e-newsletters, literacy materials and other media
- Oversight of social and traditional media promotion and outreach
- Travel statewide to present AITC program and resources to pre-service and in-service teachers and outreach events, including Farm to Markets, Ag Fest, Summer Ag Institute, State FFA Convention, and other opportunities.

Minimum Qualifications:
- Bachelor's degree from an accredited college or university
- At least 2+ years' of experience in education, agriculture or related field
- Excellent knowledge of latest education standards and practices
- High level of proficiency in Microsoft Office; visual design skills (InDesign, Photoshop) a plus
- Basic understanding of agriculture
- Strong writing skills - ability to write copy, curriculum and promotional materials that are factual, informative and interesting for students, teachers, sponsors, media and others
- Demonstrated teaching and oral communication skills
- Ability to work independently, without supervision, as well as collaborate on a team and with volunteers

- Demonstrated ability to successfully interact with youth 5-19 years of age
- Applicant must possess a valid driver's license with an acceptable driving record, provide proof of insurance and pass a criminal background check

Physical Demands:

- Lifting or moving up to 40 pounds occasionally.
- Work involves sitting a fair amount of time, but may involve walking or standing for periods of time

Employment Status, Salary and Benefits:

- $32,000-$37,000 salary based on experience.
- Status: Exempt
- Reimbursement for travel will be given at IRS business rate for use of personal vehicle
- Vacation and Sick Leave
- Modest retirement contribution and/or health care stipend offered

To apply, please submit cover letter, resume and a list of names and contact information for three references familiar with your work to Jessica Jansen, Executive Director, jessica.jansen@oregonstate.edu. **Please submit all materials on or before May 10, 2017.**