



**Position:** Farmer Training Coordinator

**Organization:** The Land Connection

**Location:** Champaign, Illinois

**Reports to:** Executive Director

**Employment Status:** Part Time (20-30 hours/week), Non-Exempt

**Salary:** up to \$20/hour, dependent upon experience and qualifications

**Benefits:** Part time employees of The Land Connection receive partial health insurance, vision insurance, and dental care reimbursements, as well as a percentage of vacation, sick, and holiday leave based upon hours worked.

### Summary Job Description

The Farmer Training Coordinator is a new position at The Land Connection designed to assist the Farmer Training Program Manager in the planning, execution, and outreach of all farmer training activities. This position will require occasional travel and weekend/evening work. This position also requires a valid driver's license and the ability to lift 50 pounds. This position reports to the Executive Director.

### Primary Job Responsibilities

- Coordinate with the Farmer Training Program Manager on the overall development of the farmer training program, including planning, execution, and budgets of farmer training elements such as large courses, workshops, webinars, field days, conferences, online resources, and resource development
- Manage components of grant funded farmer training projects including: writing and submitting grant reports, grant budgets, progress toward grant goals, relationships with project partners, and evaluation of projects.
- Network with farmers and other stakeholders in Illinois to recruit participants for future programs, seek out partnerships and sponsorships for TLC's programs, and to identify subject matter, speakers, and workshop leaders for future programs
- Collaborate with the marketing contractor on outreach for farmer training programs
- Attend weekly staff meetings, check-ins, project meetings, etc.
- Other duties as assigned

### Qualifications

The candidate must be:

- Enthusiastic and willing to learn about regenerative agriculture and the needs of small farms
- Great organizational skills
- Outgoing, organized, and energetic
- Capable of managing projects independently and as part of a team



- Experienced in managing multiple, ongoing projects simultaneously while handling competing deadlines
- Flexible and able to multi-task
- Successful in a fast-paced environment without sacrificing ability to make sound decisions
- Excellent with both written and verbal communication
- Able to lift up to 50 pounds
- Able to occasionally work in the evenings or on weekends, as well as occasional travel
- Able to remain in a stationary position for the majority of a workday

The Land Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### To Apply

Send a letter of interest and resume with three references to [careers@thelandconnection.org](mailto:careers@thelandconnection.org) or visit our website and apply at [www.thelandconnection.org/employment/](http://www.thelandconnection.org/employment/). Applications will be accepted on a rolling basis.