



# CONNECTICUT

## RESOURCE CONSERVATION & DEVELOPMENT

---

- Title:** Agricultural Programs Coordinator
- Employer:** Connecticut Resource Conservation & Development Area, Inc. (CT RC&D)  
1066 Saybrook Road, Haddam, CT 06438
- Employment Status:** Part time/hourly
- Hours:** 15 hours/week which may include occasional evening and weekend assignments/events
- Location:** This position is hybrid with work taking place remotely, at the CT RC&D Office at 1066 Saybrook Road, Haddam, CT 06438 as well as some field work at farms across Connecticut as needed.
- Salary Range:** \$22-24/hour (*depending on qualifications and experience*)  
This is a non-benefited position with flexibility in scheduled workdays and hours.

### **Job Duties and Responsibilities:**

The Agricultural Program Coordinator will be responsible for overseeing and coordinating agricultural programs and initiatives aimed at improving agricultural production and sustainability. They will work under the general direction of CT RC&D's Agricultural Program Director to connect agricultural clientele with the resources and technical assistance provided by CT RC&D's agricultural program offerings. This includes providing direct one-on-one assistance to producers, planning and hosting events, assist with development of communication and educational resources, supporting education and outreach with youth in agriculture, coordination and implementation of programs and pilot projects, and working with partner organizations to aid in the delivery of their agriculture projects as needed. Program focus includes but is not limited to energy, soil health, direct assistance to new and beginning and veteran farmers, supporting youth in agricultural service careers, and overall outreach and education. The position includes the following tasks:

- Collaborating with farmers, government agencies, and other partner organizations to achieve program goals.
- Developing and implementing agricultural programs and initiatives. This may include farmer training and education programs by providing information to farmers and agriculture based rural small businesses about available assistance and programs.
- Meet one-on-one to provide direct technical assistance to CT farmers as it relates to CT RC&D's current agricultural programs. This may include but not limited to: CT Farm Energy Program, CT Soil Health Initiative, FarmUP & Veteran FarmUP Programs, and Youth Development in Agriculture.
- Assist with program administration on a variety of projects and programs that includes meeting grant deliverables within several scopes of work.
- Assist with the establishment and maintenance of program files and documentation. This may also include mailing and contact lists, managing budgets, and resources for program delivery.
- Attend program related meetings, workshops, events, and conferences.
- Assist with targeted outreach campaigns for marketing CT RC&D agricultural program services, including, but not limited to displaying info at local meetings and conferences, workshops, field days, public events, articles for newsletters and other news media contacts.

- Work with the CT RC&D Agricultural Program Director in developing needed brochures, outreach information, meeting notices, letters, printing, copying, mailings, etc. for program implementation.
- Maintain a record of activities completed.
- Assist in the compilation and development of grant applications and required reporting.
- Keep up-to-date with agricultural industry developments and trends.

### **Knowledge, Skills, and Abilities:**

The ideal candidate will have a background in agriculture, experience in program management, excellent communication and interpersonal skills as well as writing proficiency, and a passion for promoting sustainable agricultural practices.

- Associate or Bachelors' degree in business, marketing, agriculture, horticulture or agronomy.
- Experience with agriculture production and farming practices.
- Familiarity and experience in processing state and federal agriculture programs and grants.
- Ability to work flexible hours.
- Self-motivated, organized, and able to work independently while effectively managing multiple projects/priorities.
- Proficient use of computers and programs including Microsoft Office, Adobe PDF, and Canva Design. Comfortable using Social Media platforms such as Facebook, Instagram, and LinkedIn preferred.
- Ability to make site visits to farms as needed.
- Veterans and veteran farmers are encouraged to apply.
- Knowledge of equal opportunity and civil rights requirements.
- Ability to operate a motor vehicle to carry out assigned duties. A valid driver's license and reliable transportation is required. Staff must be able to meet travel requirements of the position.
- US Citizenship.
- A clean criminal record verified by a standard background check with local, state, and national law enforcement agencies.
- Position Description Last Updated: February 17, 2023.

**To Apply: Email cover letter, detailing degree, experience, professional qualifications, and resume to [employment@ctrkd.org](mailto:employment@ctrkd.org) by 4:00 pm on Friday, March 17, 2023.**

***CT RC&D is an Equal Opportunity Employer. Our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.***