



## Agriculture Literacy Coordinator

### Position Description:

The Agriculture Literacy Coordinator for the Stephenson County Farm Bureau is responsible for coordinating the agriculture literacy efforts in Stephenson County, which includes the Agriculture In The Classroom Program. The coordinator will work with the Stephenson County Farm Bureau Manager, Board of Directors, and Agriculture in the Classroom Advisory Committee.

The coordinator reports directly to the Manager of the Stephenson County Farm Bureau and is expected to provide monthly reports on activities conducted by the coordinator and the Ag Literacy program for the Stephenson County Farm Bureau Board of Directors and Advisory Committee.

This position is full time, with a maximum of 40 hours a week. Salary is based on experience and education. Mileage is reimbursed at IRS rate and benefits are provided. Summer hours are limited but include Summer Agriculture Institute and Stephenson County Fair.

### Responsibilities:

- Develop, execute, and evaluate Agriculture in the Classroom Presentations/programs for Stephenson County classrooms.
- Provide Agriculture information and resources to Stephenson County teachers.
- Attend trainings provided by the Illinois Farm Bureau Ag in the Classroom Staff.
- Create and distribute at least 4 Ag in the Classroom Newsletters.
- Complete all monthly reports (travel, month contact, and others as needed).
- Help plan and facilitate Summer Agriculture Institute for area teachers.
- Work with Farm Bureau Manager to prepare Ag in the Classroom budget.
- Assist in fundraising efforts.
- Explore ways to grow program to reach a greater number of students.
- Coordinator may be required to work evenings or weekends on occasion.
- Maintain a social media presence.
- Other duties as assigned.

### Qualifications:

- Bachelor's Degree (preferred) or two years' work experience in agriculture and/or education.
- Interest and basic knowledge of agriculture.
- Ability to work "hand-on" with students, teachers, staff and volunteers.
- Excellent written and verbal communication skills.
- Ability to work independently and with a team.
- Must have access to transportation and valid driver's license.
- Pass a background check.
- The ability to lift 25-50 pounds.

### To apply, send a cover letter and resume to:

Victoria Hansen, Manager  
Stephenson County Farm Bureau  
210 W. Spring Street  
Freeport, IL 61032

Or [manager@stephensoncfb.org](mailto:manager@stephensoncfb.org)

By December 17, 2021