

Project Coordinator position with Michigan Agriculture Advancement

Michigan Agriculture Advancement (www.miagadvance.org) is hiring a part-time Project Coordinator in sustainable agriculture. We are seeking someone who is detail oriented, organized, enjoys and is skilled at organizing events and meetings, wants a flexible schedule working from home, enjoys interacting with others, and is dedicated to sustainable agriculture. The new hire will join a team to assist on multiple grant-funded projects. These projects include:

- *A Climate Smart Strategy for the Michigan Foodshed: Nourishing our Land, Farmers, and Rural Communities.* This USDA-funded project is a joint project with Star of the West Milling Co. The project seeks to strengthen and document 'climate smart' practices on Michigan fields used to grow food-grade crops by supporting farmers in the field, collecting data, and ultimately working to sell the crops to food companies interested in using climate smart grains and beans in their products. In this project there is a special emphasis on supporting women and beginning farmers in growing and selling climate smart food crops.
- *Deepening Connections across Sectors for Better Soil Health.* This Erb Family Foundation-funded project works to improve soil health on Michigan's agricultural lands to reduce nutrient runoff and improve water quality in the Great Lakes. This work is in partnership with Michigan Agri-Business Association, The Michigan Environmental Council, The National Wildlife Federation, and The Alliance for the Great Lakes.

Job Duties

Duties include communications with farmers and other agricultural and environmental partners; organizing and attending virtual and in-person workshops, meetings, and field days; updating website content and posting on social media; designing fliers and infographics; taking notes at meetings; and helping to organize MiAA's annual farmer meeting, Underground Innovations. Other duties will arise as the projects get underway. The Project Coordinator will meet virtually on a weekly basis with MiAA's CEO and will work independently and with project partners, both virtually and in person, throughout the week on project activities. Each year there will be a limited amount of overnight travel across the state for meetings, leadership retreats, and Underground Innovations.

Qualifications

- Experience with Michigan agriculture, with an emphasis on conservation;
- Exceptional written, oral and interpersonal communication skills;
- Successful work record and the ability to manage their own time, be a self-starter, and work both independently and in a team;
- Experience managing projects from start to finish;
- The ability to work collaboratively and interact respectfully with diverse groups of farmers, conservationists, agency staff and others;
- Experience with—or a willingness to learn—basic graphic design of fliers, brochures; updating website content (WordPress); and social media.

The pay range is between \$35-45/hour for approximately 15 hours/week. This is an average number of weekly hours: actual hours per week will likely fluctuate over time, depending on meeting and workshop schedules, time of year, and grant priorities. This is an hourly, contracted position with no benefits. Interested candidates should send a resume, cover letter, and 2 references to MiAA's CEO, Dr. Julie Doll (julie@miagadvance.org), by September 18, 2023. Michigan Agriculture Advancement is a fiscally sponsored project of Illinois based 501(c)3 non-profit Global Philanthropy Partnership (GPP). Administration related to employment will be through GPP.