

## **Practical Farmers of Iowa is hiring a Midwest Cover Crop Assistant**

Practical Farmers of Iowa is seeking an experienced professional to serve as our Midwest Cover Crop Assistant who will work directly with the growing PFI Cover Crop Team. Practical Farmers offers a flexible, fast-paced work environment with opportunities for independent initiative and professional development.

**JOB PURPOSE:** Support cover crop programming by managing scheduling and data collection and entry. Serve as the team's primary event and meeting planner through adequate preparation and documentation, timely follow up and accurate representation of PFI's mission to strengthen farms and communities through farmer-led investigation and information sharing. The Midwest Cover Crop Assistant also plays a key role in helping the PFI Cover Crop Team coordinate effectively with key partners; assisting with outreach program execution; development support and providing administrative support to the Field Crops program team.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Schedule meetings and manage calendars for cover crop consultations with farmers using digital platforms.
- Transcribe and code farmer production data from consultation notes and upload into online sustainability tools (i.e. Fieldprint Calculator and Resource Stewardship Evaluation Tool).
- Effectively and approachably respond to questions from farmers about cover crop cost share programs.
- Manage mailings and track paperwork to and from farmers.
- Solicit and track farmer attendance at PFI events and partner events.
- Support logistics and lead event coordination (i.e. RSVPs, food, set up and clean up and soliciting and tracking expenses from hosts).
- Staff field days and conferences as needed by moderating sessions, taking photos, carrying speakers, helping with event set up and clean up, selling merchandise and/or taking notes.
- Assist Communications Staff with regular programming, including coordination and distribution of materials, event planning, basic outreach activities and event outreach deadlines.
- Assist with writing, editing and proofing of articles and promotional materials as needed.
- Assist team in tracking and meeting project deliverable deadlines.
- Represent PFI at field days, meetings and conferences with key partners and constituencies.
- Support activities of Field Crops staff.
- Other duties as assigned by PFI Cover Crop Team: Midwest Cover Crops Associate and Midwest Cover Crops Director.

## **EXPECTATIONS OF EMPLOYEE**

- Communicates regularly with supervisor and team members.
- Is able to work independently and within a team.
- Has excellent communication skills and willingness to pick up the phone, initiate contact with farmers, and have good interview skills.
- Has a high level of organization.
- Adheres to all policies and procedures.
- Acts as a role model within and outside the organization
- Thrives working to create a positive team atmosphere.
- Meets organization productivity standards.
- Demonstrates technical skill and continuous professional development necessary to fulfill project and job expectations.
- Exhibits highest ethics in the collection, interpretation and presentation of data and information.
- Some travel will be required.

## **QUALIFICATIONS**

- Three or more years of experience in meeting and event planning and coordination of a high performing team with external partners preferred.
- Strong writing, public relations, and other general communication skills required.
- Strong knowledge of Microsoft Word required; basic skills with Microsoft Excel required.
- Ability to schedule, organize and conduct events required.
- Ability to work efficiently in team environment.
- Ability to relate to farmers, farm leaders, staff, media, agribusiness and the general public.
- Enthusiasm for project development and implementation.
- High level of organization.
- Ability to meet deadlines.
- Ability to work on several tasks at once.
- Flexible and adaptable.

This is a full-time position based in our Ames office. Salary commensurate with experience.

This position requires some travel (mostly in Iowa), a valid driver's license, the ability to lift 50 pounds and the ability to walk long distances. The position reports to Alisha Bower, Midwest Cover Crop Associate. Practical Farmers is a family-friendly employer. The position includes full health care benefits, a flex plan, short- and long-term disability, life insurance, and generous paid time off. Employer contribution to a 401k retirement plan is offered after one year of employment.

Please apply by sending cover letter, resume and references to Alisha Bower at [alisha@practicalfarmers.org](mailto:alisha@practicalfarmers.org) by COB Friday, December 15, 2017.