



National Association of Agricultural Educators

300 Garrigus Building

Lexington, KY 40546-0215

(859) 257-2224 or (800) 509-0204

Email: ethompson.naae@uky.edu

Website: www.naae.org

Position Announcement: Program Coordinator

Job Title: Program Coordinator

Status: Independent Contractor

Reports to: NAAE Project Director

Location: Position will be remote, based out of selected applicant's desired location

Position Summary: The Program Coordinator will be responsible for coordinating, organizing and delivering initiatives primarily related to cooperative education content and agricultural educators. The position is funded as part of a three-year commitment by the CHS Foundation to increase youth and teacher awareness of cooperatives.

Essential Duties and Responsibilities:

- Develop promotional materials for target audiences using various distribution outlets
- Coordinate the development of engaging and user-friendly lesson support materials using existing content related to cooperatives
- Deliver dynamic and purposeful presentations and workshops to target audience groups on cooperatives, cooperative resources and agricultural educators.
- Create and disseminate HTML email messages
- Develop collaborative relationships with business, industry and education organizations
- Social Media maintenance and growth
- Design graphics and written publications
- Create, edit, and distribute multimedia, including video
- Maintain websites
- Prepare administrative reports and mailings
- Other duties as assigned

Education/Training/Experience:

- 1-3 years of experience in marketing or education
- Bachelor's Degree Required – preferably in agriculture, business, education, marketing or similar field of study
- Experience with cooperatives, agricultural education and/or marketing desired

Qualifications/Requirements:

- Ability to work in a team environment with professionalism and resourcefulness
- Meticulous attention to detail, organization, and punctuality
- Self-motivated and positive

- Must be able to problem solve
- Proficient in newswriting and working knowledge of AP style
- Ability to prioritize and handle multiple projects and deadlines simultaneously
- Demonstrated ability to create compelling content
- Demonstrated ability to create graphics for a variety of publications, both print and electronic
- Web design and maintenance experience is also desired
- Video publishing and video creation software
- Educational pedagogy understanding
- Meeting and presentation facilitation
- Relationship building
- Proficient with the Adobe Creative Suite, including Photoshop, Illustrator, InDesign, Dreamweaver, Fireworks, Acrobat, and PremierePro
- Applicant should also be proficient in Microsoft Office applications, including PowerPoint, Excel, Word and MovieMaker
- The strongest candidate will be someone who can produce a quality product, meet deadlines, and work independently with limited day-to-day direction

Machines and Equipment to be used: Computers, copiers, scanners, printers, telephone and a variety of office and clerical equipment.

Travel: Overnight travel including evenings and weekends, up to 30 percent.

Compensation: Salary commensurate with experience. This is a contracted position without benefits or withholdings. Contractors are responsible for their own work space and office machines, including hardware and software.

Review Process: Applications for this position will be reviewed immediately and the review process will continue until a suitable applicant is identified and hired. The desired beginning date for the position is October 16, 2018. All applications will be reviewed and selected candidates will be asked to participate in an interview process that may include telephone, on- line, and/or face-to-face interviews.

How to apply: Send a letter of interest, resume, at least two references, and portfolio of design work samples to ethompson.naae@uky.edu ASAP. In the subject line of the email, use your last name and first initial followed by "Program Coordinator position."

Questions:

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