



Grays Harbor County

WASHINGTON STATE UNIVERSITY
EXTENSION



Title: WSU Extension Grays Harbor County Small Farms Educator

Type: Temporary Employment

Rate of Pay: \$18.00 / Hour

Hours: up to 18 per week - .45 FTE

Application Close Date: Open Until Filled

Start Date: As soon as possible

OVERVIEW:

WSU Extension Grays Harbor County is seeking a Small Farms Educator position.

This is a part-time/temporary position (renewable annually/contingent upon funding) located in Grays Harbor County. The program educator will assist in managing, promoting and evaluating the small farms program throughout the county. The Educator will also work closely with regional faculty in developing methods to increase participation and effectiveness of the small farms program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and manage small farms and community food systems workshops including;
 - securing speakers
 - booking venues
 - development of evaluation tools
 - networking with community partners
 - branding and media development
 - budget management

- Coordinate and manage the Cultivating Success Agricultural Entrepreneur course

- Collaborate with area faculty to develop methods to increase the effectiveness of small farms programs with specific focus on marketing and entrepreneurship
- Promote the WSU small farms program throughout the region and recruit new farmers and related learners
- Participates in regional activities associated with the food and farm sector as a representative of WSU Extension
- Interface with public, WSU faculty and staff, and others regarding small farms and community food system programs throughout the county
- Participate in program and strategic planning
- Communicate regularly with stakeholders regarding educational opportunities, fund development, and regional WSU events (through newsletters, social media, websites)

MINIMUM QUALIFICATIONS:

- Excellent communication skills (written, oral)
- Experience working with community members
- Experience with marketing and business planning
- Experience with developing communications materials such as newsletters, social media marketing and advertisement
- Experience with coordinating events and training programs

PREFERRED QUALIFICATIONS:

- Bachelor's Degree
- Knowledgeable about plants, agriculture, gardening, marketing, food systems
- Knowledgeable about Extension resources

APPLICATION REQUIREMENTS

1. **COVER LETTER** (one page) in which you summarize how your qualifications meet those of the position. Please note that your response will be evaluated not only for content but for written communication skills as well. You are encouraged to refer to formal education, training, professional work history, volunteer work, research and any related life experiences in your response. Please follow the

guidelines below to ensure your cover letter is as complete a summary of your qualifications as possible:

- Please address each of the listed MINIMUM QUALIFICATIONS.
- Include a paragraph that summarizes the PREFERRED knowledge, skills and abilities which you possess as particular strengths, beyond the minimum qualifications.

2. **PROFESSIONAL RESUME**, including related education, professional work history and volunteer experience.

3. **CONTACT INFORMATION FOR THREE (3) PROFESSIONAL WORK REFERENCES**, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include their title, e-mail address and telephone number.

Send Cover Letter, Resume and References to:

Dan Teuteberg
County Director
WSU Extension Grays Harbor County
PO Box 3018
Elma, WA 98541

OR – send email and attachments to:

dan.teuteberg@wsu.edu

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.