

EoH Agricultural Program Coordinator Professional/Learned Exempt Employee

The EOH Agricultural Program Coordinator is responsible for the implementation of the Agricultural Program in the Croton Watershed. The Coordinator will act as a chief liaison with the general public representing the agricultural program specific to water quality initiatives. The Coordinator will provide oversight of the EOH planning and engineering departments and the EOH Administrative Assistant.

Education and Experience Requirements:

- Bachelor's Degree in agronomy, environmental science, agriculture, natural resource management, engineering or related disciplines.
- Minimum of two years of supervisory experience.
- Knowledge of USDA Natural Resource Conservation Service conservation practice standards.
- Knowledge of farming practices on dairy, beef, horse and/or other livestock or crop operations.
- At least two years experience using Geographic Information Systems and ArcMap.
- High proficiency with Microsoft Word, Excel, and Power Point and database management.
- Knowledge of basic engineering principles and soil erosion control practices
- Ability to work independently, manage workload effectively, and demonstrate good organizational skills.
- Experience writing and managing grants and contracts.
- Ability to maintain a professional working relationship within a team setting.
- Ability to develop and maintain relationships with partner organizations.
- Experience leading group tours and planning education events.
- Must have a valid and current driver's license.

Preferred Qualifications:

- Certified Crop Advisor (CCA) certification or desire to obtain.
- NRCS Planner certification.
- Knowledge of USDA Farm Bill Programs.

Duties and Responsibilities:

- Supervise EOH Staff.
- Act as a chief liaison with the general public for representing the agricultural program specific to water quality initiatives.
- Coordinate regularly with EoH Forestry Program on all inter-programmatic elements.
- Conduct outreach to recruit new farms to EoH Program as per work plan.
- Generate annual EOH Agricultural Program work plans for Whole Farm Planning (WFP), BMP Implementation and Annual Status Reviews and/or WFP Revisions.
- Work closely with the WAC Finance office to ensure expenditures are within budget parameters and in accordance with WAC policy.
- Monitor EOH Agricultural Program progress including planning, surveying, designing, permitting and construction.
- Report to EOH Committee on a bi-monthly basis and make necessary preparations for Committee meetings including the development of meeting agendas, program reports, power point presentations and related handout materials.
- Develop new WFPs and other WFP Revisions as per work plan and present to EOH Committee for necessary approvals.

- Report quarterly to WAC Council on EoH Agricultural Program progress.
- Coordinate the program resources and subcontractors (i.e. NRCS, County Soil and Water Districts, WAC staff and others) for WFP planning and implementation.
- Explore and develop opportunities for outside funding consistent with the organizational strategic and Resource Development Plans.
- Conduct Comprehensive Annual Status Reviews as per work plan with Program Participants.

Reporting Relationships:

- Reports directly to the WAC Executive Director.