



116 E Dakota Ave Suite B,

Pierre, SD 57501

www.sdspecialtyproducers.org

Job Description: Contractual Position - Event Coordinator / Grant Reporting (C3EC/GR)

Project: South Dakota's Organic Wrap-Around Program - Organic Regenerative Agricultural Practices Program (O-RAPP)

Organization: South Dakota Specialty Producers Association

Position Summary:

The Event Coordinator / Grant Reporting (C3EC/GR) will play a crucial role in supporting the successful implementation of the O-RAPP grant project. This contractual position requires a highly organized and detail-oriented individual with a proven ability to coordinate and facilitate events, workshops, and training sessions. Assisting at field day events and travel may be required a few days per year. The ideal candidate will have experience working with diverse communities and possess strong communication and interpersonal skills.

Responsibilities:

- **Event Coordination:**
 - Plan, organize, and execute a variety of events, workshops, and training sessions related to regenerative organic practices.
 - Coordinate logistics, including venue selection, catering, and participant registration.

- Develop and distribute event materials, such as agendas, handouts, and presentations.
- Facilitate discussions and ensure effective participation from attendees.
- **Grant Reporting:**
 - Prepare comprehensive grant reports, including summaries of project activities, outcomes, and expenditures.
 - Collect and analyze data from events, surveys, and other sources.
 - Ensure compliance with grant requirements and reporting deadlines.
- **Community Engagement:**
 - Collaborate with farmers, agricultural stakeholders, community groups, and underserved populations to build strong relationships and foster project engagement.
 - Identify and address the needs and interests of diverse communities.
- **Survey Creation and Reporting:**
 - Develop and administer surveys to gather feedback from participants and stakeholders.
 - Analyze survey data and prepare reports summarizing key findings.
- **Subchapter Formation:**
 - Assist in the formation and management of subchapters or working groups as needed.
 - Provide support and guidance to subchapter members.

Qualifications:

- Experience in agricultural education, or a related field.

- Proven experience in organizing and facilitating events, workshops, and training sessions.
- Strong communication and interpersonal skills, with the ability to work effectively with diverse groups.
- Proficiency in survey creation and reporting.
- Knowledge of grant reporting requirements and best practices.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.

Additional Skills (Preferred):

- Experience in regenerative agriculture or organic farming practices.
- Knowledge of South Dakota's agricultural landscape and community dynamics.

To Apply:

Please submit your resume, cover letter, to sdspaboard@gmail.com by October 10th end of business day.