



## **Education Coordinator, North Carolina**

### **About DGA**

DGA's vision is to transform the world through regenerative grazing. It is America's foremost, farmer-led organization committed to growing markets for grass-based dairy through market development and workforce training. Our mission, to catalyze the development of and support for a vibrant managed grazing dairy sector, is primarily delivered through the following: a paid Apprenticeship, which is registered with the US Department of Labor; the Managed Grazing Innovation Center (MGIC), an online education platform; and *Graze*, DGA's publication for graziers.

As DGA continues to grow and expand, its goal is to foster cooperation between diverse stakeholders, align current and new initiatives, and be a dairy industry thought leader, activating the right people and strategies to advance the managed grazing dairy sector.

This is a contracted, part-time position (1099). Hours and compensation are based on experience, scope of work and the availability of grant funding. Typical compensation ranges from \$30-\$40/hour, depending on experience and responsibilities. No benefits are provided.

### **Position Summary**

This position supports the delivery, coordination and expansion of the Dairy Grazing Apprenticeship program within North Carolina.

The Education Coordinator (EC) works directly with Mentor-Apprentice pairs while also contributing to broader program growth through outreach, communication and industry engagement. The EC reports to the Apprenticeship Manager and works closely with Apprentices, Mentors, other Education Coordinators, and DGA staff.

This role combines education coordination, relationship facilitation and technical support. Candidates may bring experience in grazing dairy, conventional dairy, or both, with a working understanding of managed grazing systems.

The role may also include or evolve into technical assistance work. Candidates with prior experience are encouraged to apply; others should be willing to pursue training if hired.

### **Scope of Work**

1. Facilitation of Mentor-Apprentice relationships
2. Apprentice progress tracking and support
3. Outreach and recruitment of Mentors and Apprentices
4. Group education and event coordination
5. Technical assistance and farmer support
6. Communication and industry engagement

### **Core Duties and Responsibilities**

1. **Oversight/Record-keeping:** Ensures that Apprentices successfully complete the Apprenticeship training process, complete all related instruction requirements and achieve all required competencies within the two-year timeframe.
2. **Coaching/Facilitation:** Provides facilitation of Mentor-Apprentice relationships. Coaches Mentors and Apprentices on effective communication, goal setting and management of the relationship. Connects, Mentors and Apprentices to resources and technical assistance are available through DGA and other sources as needed.

3. **Technical assistance and teaching:** Provides or connects participants to technical assistance on dairy production, farm management and grazing transition topics as needed. Participates in or pursues technical assistance training as appropriate.
4. **Coordination:** Organizes and coordinates educational activities for Mentors and Apprentices in the locality. Maintains calendar and informs Mentors and Apprentices of other educational opportunities.
5. **Outreach:** Identifies and participates in events, conferences, trade shows and other publicity opportunities to promote the program and recruit Mentors and Apprentices. Contributes to written content, articles and/or program communications and presents at webinars, field days or industry events.
6. **Planning:** Develops annual or seasonal plans for conducting DGA program activities in the local area. Sets recruitment targets, manages calendar of farm visits and outreach activities. Organizes all activities required to successfully guide assigned Apprentices through the program.

#### **Additional Duties**

- Participates in and contributes to DGA staff team meetings and outreach activities.
- Participating in annual EC Retreat, states vary each year.
- May support additional DGA initiatives as the program evolves.

#### **Desired Experience and Skills**

- At least two years of related experience. Dairy farming preferred, including grazing, conventional, or both
- A degree in the agriculture field is a plus. Willingness to pursue Technical Assistance training if not already certified
- Familiarity with the local farming community is strongly valued
- Excellent written, oral, and electronic communication skills
- Experience or aptitude for coaching, facilitation and interpersonal communications
- Ability to write, present or contribute to educational and industry-facing content.
- Well organized, responsible and committed
- Empathic communicator, with a positive outlook
- Clear, courteous and tactful in interpersonal contacts
- Well-presented and professional
- Quality, accuracy, thoroughness, reliability and timeliness of work performed
- Sufficiently mobile and flexible to travel several days a month within the assigned area
- Adaptable, curious, lifelong learner
- Flexible, able to get along with others and be a team-player
- Strong computer skills, including email, internet and other electronic communications, such as spreadsheets, and PowerPoint. DGA utilizes Google Workspace. All Apprenticeship records are maintained on the DGA website. Reliable internet access is required.

**Working Conditions:** In most cases, the EC works from a home office, supplies own office equipment and phone, and utilizes a personal car for required travel. Mileage and other travel costs will be reimbursed.

**General:** This job description describes the general nature and level of work performed by contractors assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The contractor may be required to perform other job-related duties as requested by the Apprenticeship Manager. All requirements are subject to change over time, and to possible modifications to reasonably accommodate individuals with a disability.

**To apply for this position, please send your cover letter and resume to [amy@dga-national.org](mailto:amy@dga-national.org) with subject line “North Carolina EC Contractor Application.”**