



Education Coordinator in Michigan

DGA Mission

The Dairy Grazing Apprenticeship, a 501(c)3 organization, provides a guided pathway to dairy farm business ownership, developing grazing careers, and strengthening the economic and environmental well-being of rural communities and the dairy industry, through education, technology, and the proven path of Registered Apprenticeship.

Organization Summary

Dairy Grazing Apprenticeship (DGA) is a dynamic 501c3 organization that utilizes formal Apprenticeship in partnership with diverse stakeholders to train a new workforce in regenerative agriculture. The two-year National Apprenticeship in Managed-Grazing Dairy Production is registered with the U.S. Department of Labor. It combines full time on-farm training under an approved employer/Mentor with related online coursework, business planning services, peer networking, and opportunities for advancement.

DGA seeks to hire a new staff member to assist in the expansion of outreach and educational services to a broader audience of historically underserved producers, specifically those who are beginning, socially disadvantaged (including Spanish speakers), and veteran farmers and farm workers.

Position Overview

This is a contracted part-time position. Hours and compensation are individually negotiated based on performance and the availability of grant funding.

This position provides coordination of all educational components of the Apprenticeship program for the regional cohort in the state of Michigan for Dairy Grazing Apprentices. Responsibilities include periodic on-farm meetings with each Mentor-Apprentice pair, training of Mentors in effective teaching skills, and facilitation of communication between Mentor and Apprentice. The Education Coordinator is responsible for oversight of each Apprentice's progress to ensure that all on-the-job and classroom training goals are met. Other responsibilities include organizing and facilitating pasture walks and discussion groups among their cohort of Mentors and Apprentices as well as conducting outreach to recruit new Mentors and Apprentices in their area.

Primary Categories of Work (in order of emphasis)

1. Facilitation of Mentor-Apprentice relationships
2. Outreach and Recruitment of new Mentors and Apprentices
3. Group education for Apprentices (can include Mentors)

Principle Duties and Responsibilities

1. Oversight/Record-keeping. Ensures that Apprentice successfully completes the Apprenticeship training process, completes related all related instruction requirements, and achieves all required competencies within the two year timeframe.
2. Coaching/Facilitation. Provides facilitation of Mentor-Apprentice relationships. Coaches both Mentor and Apprentice on effective communication, goal setting, and management of the relationship. Connects Mentor and Apprentice to resources and technical assistance available through DGA and other sources.
3. Technical assistance and teaching. Provides individualized technical assistance on a variety of dairy farming, farm business management, and managed grazing topics as needed.
4. Coordinating. 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, tradeshow, and other publicity opportunities to promote the program and recruit Mentors and Apprentices. Identifies media outlets and writes press releases as applicable, to recruit for the program.
6. Planning and organizing. Establishes annual 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 bi-monthly EC meetings and outreach activities.

Work Relationships and Scope: Reports directly to the Apprenticeship Manager. Works closely with both the Apprentice and Mentor Dairy Grazier. Works with other Education Coordinators and other DGA staff.

Person profile – DGA Education Coordinator

Personality: Well organized, responsible, and committed. Empathic communicator, with a positive outlook. Clarity, courtesy, and tact 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 on with others and be a team-player.

Specific Job Skills and Experience: At least two years related experience. Prefer associate degree or higher. Prefer farming experience and familiarity with the local farming community. Excellent written, oral, and electronic communication skills. Good people-management and administrative skills. Experience or aptitude for coaching, facilitation, and interpersonal communications. In-depth knowledge of agricultural education and/or farming, preferably including personal dairy farming experience.

Computer skills: good computer skills, including email, internet, and other electronic communications, word processing, spreadsheets, and power point. All Apprenticeship records are maintained on the DGA website. Internet skills and good internet access are required.

Working Conditions:

In most cases, the Education Coordinator works from a home office, supplies own office equipment and phone, and utilizes personal car for required travel. Mileage and other travel costs are reimbursed.

General: This job description describes the general nature and level of work performed by employees 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 their supervisor. All requirements are subject to change over time, and to possible modifications to reasonably accommodate individuals with a disability.