



## North Coast Growers' Association

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Humboldt County Farmers' Markets

[www.northcoastgrowersassociation.org](http://www.northcoastgrowersassociation.org)

PO Box 4232 Arcata CA 95518

(707) 441-9999

### **AGRICULTURAL PROGRAMS COORDINATOR**

Application deadline January 30, 2025

Interviews will be conducted on a rolling basis

Position start date: February 1, 2025 or as soon as possible

NCGA's Agricultural Programs address the critical needs of our regional small family farmers. Collaborating with various partners, we develop equitable programs that connect farmers to local, state, and national agricultural services. We also provide accessible technical workshops, business planning, and peer-to-peer learning opportunities to support the financial and environmental resilience of local farms. We acknowledge that agricultural services have historically underserved and oppressed marginalized communities. We strive to operate anti-racist programs that reduce barriers and prioritize historically underserved populations.

The Ag Programs Coordinator will provide project coordination for NCGA Agricultural Programs, coordination of farmer and rancher education programs, farmer technical assistance, and grant-writing assistance for producers, working under the supervision of NCGA Executive Director and in close partnership with the Ag Programs Director.

#### **Duties and Responsibilities:**

Program Management. Support program management for all Agricultural Programs with Program Director (20%)

- Develop and maintain data management systems to ensure efficiency and accuracy in grant reporting
- Support farmer education programming
- Support with coordination of North Coast Agricultural Collaborative
- Work within Notion project management tool, and other similar project management tools

#### Technical Assistance for Farmers and Ranchers (25%)

- Identify and share potential grant opportunities for local farmers and ranchers
- Provide grant application assistance and development of budgets for local farmers and ranchers
- Provide training for financial and grant management for local farmers and ranchers

#### Project Management for Beginning Farmer and Rancher Development Program Grant (50%)

- Work with ED and Director of Operations and Finance to ensure accurate and timely invoicing and reporting for Beginning Farmer and Rancher Development Program (BFRDP), United States Department of Agriculture (USDA)
- Execute goals and objectives of BFRDP, in collaboration with project partners, to support North Coast farmers and ranchers by:
  - Developing new and expanded agricultural production
  - Enhancing business skills and knowledge
  - Providing access to direct technical assistance
  - Improving connections to existing agency programs and funding opportunities
- Coordination of partnership agreements and communications with project subcontractors
- Track grant deliverables and deadlines, and generate timely reports and payment requests
- Works with NCGA Executive Director to provide financial monitoring and analysis of overall grant awards, subawards and contracts.
- Coordination of cohort participants and associated workshops for the Climate Resilient Farmer Training Program (CRFTP), including:
  - Recruiting and fostering success for cohort participants by providing direct support
  - Planning curriculum and workshop content for in-person, remote, and pre-recorded learning opportunities
  - Coordination with expert speakers and agency representatives to present content at various learning opportunities
  - On-site coordination for workshops and field days
  - Oversight to ensure successful internships and mentorships
  - Financial tracking and management of all expenses, invoices and payments
- Support learning opportunities for North Coast producers through content creation and facilitation of individual workshops in partnership with Ag Programs Director

#### General NCGA Support (5%)

- Attend weekly staff meetings
- Coordinate program collaboration between all of NCGA's programs
- Represent the mission and values of NCGA in the community
- Provide support to membership engagement
- Other duties as assigned

## **ABOUT NCGA**

Founded in 1978, NCGA is a membership based, agricultural support non-profit organization who serves farmers in the North Coast region of California. With a focus on regenerative farming practices and relationship building, NCGA provides support to our agricultural community through market access at Humboldt County Farmers' Markets and Harvest Hub, a food hub that connects farmers to wholesale buyers, and through training and technical assistance through our Agricultural Services.

The entire staff shares in making NCGA a successful enterprise. It is through teamwork and a sharing of responsibilities that we achieve this success. Although we each have specific roles within the association, we are always conscious to assist each other wherever the need is.

Through teamwork, a positive attitude and good communication we can have a productive and comfortable work environment.

We are motivated to be the best at whatever we do because the quality of our work directly affects the livelihood of our members. NCGA staff are internally motivated by the positive work we do in the community, think quickly on our feet to find creative solutions to challenges, and aren't afraid to get our hands dirty. We seek fellow staff members who possess these qualities, as well as an ability to communicate and collaborate with farmers, community members, and partner organizations clearly, effectively, and compassionately.

## **MINIMUM QUALIFICATIONS**

NCGA provides a dynamic, fast paced work environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required, we believe these skills and qualities will be important to achieving the above job responsibilities. We know candidates will not have all of the qualifications listed here, and we encourage any person who thinks they will be successful in this role to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please refer to the Employee Handbook (linked at bottom of Job Description) for additional details regarding professionalism and best practices.

- Experience in project management
- Grant management
- Ability to understand financial tracking and regulatory compliance
- Skilled with Microsoft Office and Google Suite programs, project management tools, and other communications and data management tools
- Commitment to professionalism in representing NCGA in the broader community
- A high attention to detail and ability to work both independently with minimal supervision, as well as part of a team
- An understanding and appreciation of local food systems and agriculture, particularly food security and access, food justice, small family farming, sustainable and regenerative agriculture

- Ability to establish and maintain great working relationships with a variety of partners, including NCGA Board of Directors, members, co-workers, subcontractors and the general public
- Ability to support NCGA's mission, vision, Bylaws and Rules and Regulations
- Ability to be kind, courteous and direct to all people regardless of race, color, national origin, age, disability, sex, gender identity, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs.
- Effective communication skills, both oral and written
- Possess a positive & can-do attitude
- Must not be registered on Megan's List
- Excellent English is essential; basic Spanish is useful

### **DESIRED QUALIFICATIONS**

- Grant-writing experience
- A degree in a related field of interest
- Database management experience
- Experience working with Notion or other Client Resource Management (CRM) and project management tools

### **PHYSICAL REQUIREMENTS**

- A valid CA Driver's License and clean driving record are required for any employee who will drive an NCGA owned vehicle
- Reliable access to a working and registered vehicle (mileage reimbursement provided for approved trips)

### **JOB PARAMETERS**

**Job Title:** Ag Programs Coordinator

**Location:** NCGA Office in Arcata, plus minimal travel throughout Humboldt and Del Norte

**Schedule:** 30 hours/week

**Supervisor:** Executive Director

**FLSA Status:** non-exempt

**Hourly Rate:** \$24

**Benefits:** 100% coverage of PPO

*NCGA strives to create a diverse, equitable and inclusive workforce. NCGA is fully committed to providing equal employment opportunity to all applicants and employees, regardless of race, color, national origin, age, disability, sex, gender identity, marital status, familial status, parental*

*status, religion, sexual orientation, genetic information, or political beliefs. We strongly encourage people from marginalized identities to apply.*

*The NCGA supports Humboldt County's farmers and artisan producers in building a robust and resilient local food system. We envision a strong, successful, growing community of diversified farms supporting broad based consumption of local foods and products. Our organization is stable and resilient, our members are thriving, and our customers are knowledgeable about the value of local food and small farms. We actively engage a more culturally and economically diverse customer base, and foster responsible stewardship of our agricultural resources.*

*We ensure that local market opportunities match the needs of our members and community. Our local food system is financially sustainable, money invested within direct and wholesale opportunities is balanced with the impacts to our members, and NCGA income supports the diversification of markets and product offerings of our members.*

*NCGA is a membership-guided 501 c 3 nonprofit organization that has become a community institution in its 46 years of running thriving and profitable farmers' markets in Humboldt County. NCGA is the operator of Humboldt County's Harvest Hub.*

[Employee Handbook link](#)

**To apply, please:**

- 1. Review the job description**
- 2. [Fill out attached employment application](#)**

**Return application with your resume and cover letter to NCGA by email to [info@northcoastgrowersassociation.org](mailto:info@northcoastgrowersassociation.org)**

**Submit your application by January 30, 2025.** Interviews will be conducted on a rolling basis. For more details, refer to our Employee Handbook.

Be part of a legacy that uplifts farmers and builds a resilient local food system!