



## JOB ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,  
a public, state-supported comprehensive institution, serving the six-county district  
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

### Agriculture Innovation Program Coordinator

**Position:** 12 Month Regular Full-time; Benefits Eligible; Exempt Status; Non-Supervisory

**Classification:** Non-Classified; Serves at the Will and Pleasure of the President

**Location:** Moorefield, WV Headquarters

**Scheduled Hours:** 8:00 am – 4:00 pm; Monday – Friday; 37.5 hours/week

**Department:** Agriculture Innovation

**Reports to:** Director of Non-Profits

**Salary:** Pay Grade 4; \$36,000 to \$40,000 depending on experience and education

**Overview:** The Agriculture Innovation Program Coordinator provides leadership and innovation to support Eastern's mission for academic, technical, workforce training, and life-long learning for the Potomac Highlands regional community. Agriculture is an integral aspect of life in Eastern's six-county district and continues to drive the local economy. This position follows funded grant objectives and collaborates with new and existing partners to support the continued development of training programs and educational pathways that benefit the rural economy. Job responsibilities require practical and professional knowledge of one or more areas in agriculture. This position is expected to work well collaboratively with the Ag Innovation Team.

#### Responsibilities:

- Foster the development of an annual training schedule while recruiting students (youth, adults, and new and experienced agriculturalists) for these programs and agribusiness courses
- Provides a welcoming atmosphere for anyone entering the Ag Innovation Suite with professionalism and knowledge of programs
- Actively advises and enrolls students in BANNER (Colleges Student Management System) for agribusiness courses and agricultural trainings while collaborating with the AGEE and Farm Fellow Coordinator on enrollment processes
- Performs student and project file functions, including Constant Contact software use, newsletter development, and email groups
- Maintains the Ag Innovation webpage and social media engagement for the program
- Actively participates in regularly scheduled meetings with Ag Innovation staff, EWORCS and other college departments
- Attends student recruitment events, including career fairs, high schools, 4-H & FFA Events, county fairs, etc.
- Supports coordination of training programs and management of program events
- Highly motivated, communicative, and organized individual is desired
- Become an expert on existing grant-funded efforts and follow objectives to meet grant goals best to achieve project success
- Performs a variety of agricultural administrative support and clerical functions, including working with EWORCS accounting on purchase orders project invoices, working with contracted staff while following procedures set by EWORCS and the College Business Office
- Lead development of the Annual Ag Innovation Showcase & Student Ag Innovation and Technology Challenge for the Potomac Highlands
- Provide oversight of Ag-related equipment and data collection in collaboration with partners
- Provide leadership for Ag-related EWORCS grant-funded workshops and programs and its partners, such as the Ag Workforce Training Program and the Potomac Highlands Producers Food Box Program



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- Mentor students with the Department of Education, K-12 schools, 4-H, and FFA to foster pathways for education at Eastern and beyond
- Be an advocate and pioneer for Eastern while collaborating with other institutions, partners, and governmental agencies
- Execute other duties as assigned

### **Minimum Qualification Requirements:**

*Education* - Associate's degree in Ag-Science, Business, or related field required. Bachelor's degree preferred.

*Experience* - Agricultural experience required. Any combination of education and relevant experience will be considered.

*Additional Requirements* - Willingness to work with varied levels of abilities and diverse partners; practical communication, marketing, and digital media skills; good written and verbal communication skills; supervisory/managerial skills preferred; time management skills and ability to meet deadlines; strong problem-solving skills and organizational skills; accuracy and attention to detail; proficient computer skills including the use of databases, Excel, Word, etc.; able to meet travel demands that may consist of subsequent days while attending professional development and job-related activities; may be required to work more than 40 hours a week at times, including some evening and weekend events.

**CLOSING DATE:** Resume review begins immediately. All required documentation must be submitted by September 15<sup>th</sup>, 2023 to be considered for an interview.

**IMPORTANT:** You must access and submit Eastern's Online Employment Application [here](#) . On this online application, you can attach the following requirements or send them separately to the contact information below.

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, **e-mails**, and phone numbers
- Copies of all college and university transcripts

**Eastern West Virginia Community & Technical College**  
**Human Resource Office**  
**316 Eastern Drive**  
**Moorefield, WV 26836**  
[careers@easternwv.edu](mailto:careers@easternwv.edu)

**EQUAL OPPORTUNITY EMPLOYER**