



CONTRACTUAL JOB ANNOUNCEMENT
EASTERN WORKFORCE OPPORTUNITY REGIONAL CENTER AND SERVICES,
a publicly supported comprehensive institution, serving the six-county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Potomac Highlands Producers Coordinator

Position: 12 Month Contractual Position (April 1, 2023 – March 31, 2024), Grant Funded

Classification: Non-benefit eligible, exempt

Location: Moorefield, WV Headquarters (Flexible Schedule with Expectations to be on campus 2 to 3 days a week)

Department: Advancement and Continuing Education

Reports to: Dean of Advancement and Continuing Education

Salary: \$36,000 - \$44,000, commensurate with experience

Overview: The Potomac Highlands Producers (PHP) Coordinator provides leadership and innovation to support Eastern's Potomac Highlands Producers Program (<https://www.potomachighlandsproducers.com/>). This program aims to support local producers with innovative agricultural practices that benefit the rural economy and members of the PHP. The PHP Program supports local agriculturalist gain buyer recognition with the incorporation of products in monthly SNAP eligible food boxes. The Coordinator will work collaboratively with the Agriculture Program Coordinator, the Agriculture Workforce Program Coordinator, and the Advancement & Continuing Education staff members. This position requires practical knowledge of one or more areas of agriculture, the ability to utilize Microsoft Office, and follow business policies and procedures.

Responsibilities:

- Coordinate PHP member local foods to be featured within monthly boxes and assist in the pickup of local products, purchaser box pickups, and any deliveries, as needed.
- Support students enrolled in the *Agriculture Growth through Entrepreneurship Experience Program* (AGEE Program), a major component of the grant award.
- Assist in mentoring and management of the AGEE students who are completing their 40-hour PHP Program Entrepreneurial Assignment with the Agriculture Program Coordinator.
- Maintain purchaser data of monthly sales and ensure all West Virginia Department of Agriculture licenses are maintained to support the PHP Program.
- Advance the SNAP-Eligible and purchaser opportunities by collaborating with local and state resources.
- Ensure marketing in both digital and print are conducted to promote each monthly box.
- Monitor the PHP Program Sales Page (<https://www.potomachighlandsproducers.com/about>) for regular improvements and advance the webpage with continual improvements, including updated online recognition of members.
- Encourage PHP Program members to take advantage of Eastern's academic and workforce education training opportunities, as well as collaboration with the PHP Business Coach for direct support.
- Serve as an Eastern Agriculture Innovation advocate during local fairs, educational events, farmers markets, and the Agricultural Innovation Showcase.
- Provide oversight of PHP related equipment (freezer, cooler, and freezer trailer etc.) and data collection in collaboration with partners.
- Execute other duties as assigned.

Minimum Qualification Requirements:

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



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Experience - At least two (2) years of relevant agricultural experience required. Any combination of education and/or relevant experience will be considered.

Additional Requirements - Willingness to work with varied levels of abilities and diverse partners; Effective communication skills, skillful marketing programs on digital media, written and verbal ag communication skills; 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.

Additional job responsibilities include product pick up and boxing labor, which may require lifting 25 lbs or more during in-person activity.

CLOSING DATE: Resume review begins immediately. The search will remain open until the position is filled.

IMPORTANT: Please submit the following documentation by mail to the address below or via email at WORCS@easternwv.edu.

- 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

Eastern West Virginia Community & Technical College
ATTN: Eastern WORCS
316 Eastern Drive
Moorefield, WV 26836
WORCS@easternwv.edu

EQUAL OPPORTUNITY EMPLOYER