



FARM BUREAU San Diego County

The Voice of Local Farmers
Serving San Diego agriculture since 1914

SAN DIEGO COUNTY FARM BUREAU (SDCFB)

JOB VACANCY

TITLE: Program Coordinator

PURPOSE AND FUNCTION: Performs duties including coordination of special events, advertising sales, marketing and promotion programs, and special assignments as directed.

CLASSIFICATION: Nonexempt, full-time

LOCATION: Escondido, California

QUALIFICATIONS: Proficiency with the Microsoft suite of software, experience with InDesign software or graphic design, valid California driver's license, excellent verbal and written communication skills, ability to lift up to 25 lbs., manage multiple tasks simultaneously, work well with fellow employees and SDCFB volunteers. Use of personal vehicle will be required.

HOURS: 7:30 – 4:00 Mon – Fri, with some evenings and weekends as needed.

REPORTS TO AND TAKES DIRECTION FROM: SDCFB Executive Director.

HOW TO APPLY: Email cover letter and resume to hannah@sdfarmbureau.org.

ABOUT THE SAN DIEGO COUNTY FARM BUREAU: The San Diego County Farm Bureau is a non-profit organization supported solely by more than 2,000 dues-paying members. There are 53 county Farm Bureaus in California. Established in 1914, the San Diego County Farm Bureau serves the needs of the San Diego agriculture community. The mission of the San Diego County Farm Bureau is to foster San Diego agriculture through education, public relations, and public policy advocacy in order to promote the economic viability, sustainability, and community building of agriculture.

DUTIES:

1. General Program Coordination

- Open Ag Hub building daily
- Answer phones and staff front customer service desk
- Provide high quality customer service
- Manage conference and meeting room reservations
- Maintain organization calendar internally and online
- Manage, answer and distribute emails received to general SDCFB account
- Deposit checks
- Prepare Board and Committee paperwork and meeting rooms
- Maintain Board and member directory



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- Distribute meeting notices
- Interface with Board of Directors and Committees
- Order office, postage and copy machine supplies
- Set up for board meetings and committees/subcommittees
- Keep Farm Bureau lobby area/counter/kitchen area clean and presentable
- Maintain “resource center” downstairs (keep magazines stocked, rotate out AgAlerts, etc.)
- As-needed program, event and office duties, as requested by Executive Director

2. Printed Publications Coordination

- Format quarterly and annual publications
- Design and format flyers for all non-profit programs
- Develop yearly contract and pricing guidelines for advertising
- Solicit advertisers
- Keep track of completed advertising contracts and invoicing
- Collect advertising artwork and ensure ads are placed in quarterly newsletters as contracted
- Coordinate with printer

3. Ag in the Classroom Program Coordination

- Assist with meeting materials
- Administer Garden Grant Program
 - Update grant application
 - Send grant application to AITC to post on their website
 - Collect grant applications and submit to AITC via Google docs
 - Make check requests for grants and mail to winners
- Submit and distribute check requests

4. Friends of Farming Program Coordination

- Manage sign-ups
- Attend Friends of Farming Committee
- Find farm locations and set-up farm tours
- Email members about upcoming tours and events and take reservations
- Check-in members and oversee farm tours (6 or more per year)
- Solicit sign-ups at events
- Prepare and send quarterly e-newsletter to members
- Convey new and updated mailing addresses to Edible San Diego for magazine subscription
- Sell Friends of Farming Merchandise
- Maintain and distribute agricultural partner promotional materials

5. Scholarship Program Coordination

- Prepare and update scholarship application
- Distribute and publicize scholarship application
- Process and record applications received



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- Coordinate scholarship committee meetings
 - Communicate with award winners
 - Process check requests
 - Send out fundraising and record donations
 - Send prepare thank-you letters for donations
 - Assist with scholarship fundraising and tracking
- 6. Property Management Coordination**
- Manage vendor list and coordinate required maintenance for 2 buildings owned by SDCFB.
 - Manage alarm and security video system

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