

DRAFT JOB ANNOUNCEMENT—Field Coordinator-eastern North Carolina

Application Deadline: June 26, 2009

Starting Date: August 17, 2009

Salary: Salary is \$32,000 per year plus generous health and leave benefits.

Position: Field Coordinator for the Tobacco Communities Reinvestment Fund.

Seeking field coordinator for the Tobacco Communities Reinvestment Fund—a cost-share program to assist farmers and rural communities to develop new, alternative agricultural enterprises to replace lost tobacco income. The coordinator will work throughout North Carolina with the primary service area in the eastern part of the state.

Organization: The Rural Advancement Foundation International-USA (RAFI-USA) is a non-profit organization dedicated to sustaining family farms, rural communities and ensuring that farmers have an opportunity to earn a living in the marketplace. The RAFI-USA office is located in Pittsboro, North Carolina, a vibrant rural community near the Research Triangle—Raleigh, Durham and Chapel Hill.

Duties include:

- Maintaining a high level of service to between 20 and 30 innovative agricultural demonstration projects; Providing project support and oversight through site visits and regular communications with participating farms and communities;
- Identifying technical support needs and coordinating support by cooperators, consultants, and other RAFI staff;
- Collecting and reviewing written progress reports and confirming record-keeping practices;
- Documenting projects by gathering photos, outcome data, and written summaries;
- Publicizing and circulating calls for proposals;
- Organizing workshops in target counties and fielding questions about the application process;
- Working with a review board and program director to coordinate the proposal review process and the project selection;
- Publicizing projects through feature stories, interviews, news releases, presentations to groups, field days and workshops;
- Tracking impacts of projects.

The field coordinator will work under the direction of the program director and in collaboration with other RAFI staff and consultants. The field coordinator may have the opportunity to increase responsibility and initiative within the program over time.

Qualifications: Applicants should be organized and have demonstrated communication, computer and enterprise or economic development skills. Education or experience in agriculture, finance and/or rural development desired. This is a full-time position, serving farmers in eastern North Carolina. The position requires frequent travel within the state of North Carolina. The position requires reliable transportation and a valid North Carolina driver's license.

EOE: RAFI is an equal opportunity employer and encourages applications from women and people of color.

Applications: Combine (1) a cover letter explaining qualifications for and interest in position; (2) a résumé; and (3) a list of three references in a single .PDF file. Use your last name as part of the file name. Email to: jackie@rafiusa.org. Please type "TOBACCO FIELD COORDINATOR" in the subject line.

To learn more about RAFI-USA see our website at www.rafiusa.org.