

GEORGIA PEANUT COMMISSION

Job Description

- TITLE:** Project Coordinator
Farm and Field Services
- POSITION OBJECTIVE:** Work under the leadership of the Executive Director and as a team member with other Commission Staff to carry out effective programs in, but not limited to, Farmer and local programs.
- REPORTS TO:** Executive Director
- BACKGROUND:** The Georgia Peanut Commission was established in 1961. It is funded through a grower assessment on all peanuts produced and marketed in Georgia with the intent of carrying out programs in the areas of research, education, and promotion. The Commission staff acts as a team to successfully complete its mission.
- RESPONSIBILITIES:** Responsible for development, coordination, execution, and/or assistance in local outreach activities and producer educational programs.
- Coordinate county peanut production meeting participation and other farmer meetings as opportunities arise. Share the presentation responsibilities and coordinate the schedule with other Commission staff. Work with the Communications staff to prepare the annual presentation at the county grower meetings.
- Serve as liaison to other farmer associations and federations. Coordinate Annual Meeting activities for Georgia Farm Bureau, Georgia Young Farmers Association, American Farm Bureau and other like opportunities which may arise.
- Serve as the liaison to the local peanut buying points and the National Peanut Buying Points Association.
- Work cooperatively with other Commission staff on the Georgia Peanut Farm Show and Southern Peanut Growers Conference.
- Work cooperatively with other Commission staff on exhibition opportunities. Coordination of local festivals.
- Maintaining exhibition resources such as, cookers, cookware, tents, expendable supplies and keep in a neat, orderly, and understandable location. Assure peanut availability and peanut oil for the deep frying activities of the Commission.
- Coordinate the Commission's annual exhibit at the Sunbelt Expo. Serve as the Commission's liaison to the Sunbelt staff. Coordinate the maintenance of the Commission's Sunbelt building.

Coordinate building and grounds maintenance and the Building Operations budget.

Work with the Commission staff and board in preparing and carrying out the annual budget and plan of work for the Commission.

Provide photos and content for the Commission communications staff on various activities under this staff member's prevue. Maintain a personal social media activity in harmony with that of the Commission.

Conduct monthly inventory count of peanut and gift shop items.

Develop new grower outreach opportunities in cooperation with other Commission Staff.

Perform other duties as needed.

EDUCATION:

Bachelor's degree in agriculture or related field with experience or a master's degree.

SKILLS REQUIRED:

Firm grasp of grammar and writing

Computer skills including a minimum of word processing and spreadsheet applications

Time management and organizational skills

Strong interpersonal skills

PERSONAL ATTRIBUTES:

Solid work ethic

Willingness to learn and grow

Cooperative attitude with ability to be a team player

ESSENTIAL FUNCTIONS:

Travel for conducting programs as needed and willingness to work extended hours and some weekends are required

Ability to lift boxes up to 25 pounds

Salary and Benefits:

\$42,000 base depending on education and experience

State Retirement

State Health Insurance

State Flexible Benefits

To apply for this position, please send cover letter and resume to Don Koehler, Executive Director, Georgia Peanut Commission, P.O. Box 967, Tifton, GA 31793. Electronic applications will be accepted at don@gapeanuts.com. The deadline for application is June 1, 2018.