



Iowa Valley Resource Conservation & Development

Full-Time, At-Will Position -- Program Associate

This position brings creative talent and communication excellence to Iowa Valley RC&D.

The Program Associate supports the Iowa Valley RC&D's Regional Food System Initiative through development and implementation of project promotions, event coordination, and diverse communication strategies. This initiative includes efforts in farm to school, farmers markets, farmer training, food safety, food hub development, food entrepreneur technical assistance, food production, and community food security.

This position leads event planning for specific projects as well as for the organization, manages brand identity, ensures a positive user experience, is responsible for social media, and produces (or coordinates creation of) original visual and written content. The Program Associate creates and manages marketing/promotion campaigns. Must be able to work independently as well as collaboratively. This position is dynamic and requires creativity, good humor, flexibility, and the ability to manage projects of varying lengths and complexity. The project profile and deliverables for this position change in accordance with funded projects. This position performs all other tasks as assigned.

Iowa Valley RC&D recognizes the importance of social capital and professional networking, especially in today's business landscape. To this end, this position is expected to foster and maintain a positive, professional, and mutually beneficial relationship network with area leaders, project partners, community stakeholders and project beneficiaries.

The Program Associate reports to the Food Systems Director. This is a full-time position located in the Iowa Valley RC&D office (920 48th Avenue, Amana, Iowa 52203). Travel is required. This position requires availability on weekday nights and weekends. Must possess and maintain a valid Iowa Driver's license with a satisfactory driving record.

Compensation

\$14/hr - \$18/hr

Competitive benefit package: Medical, Dental, Vision, Flex Spending, Health Savings Accounts, Long Term Disability, Short Term Disability, Basic Life Insurance, 401K and a generous vacation package

Qualifications

Bachelor's Degree

3+ Years work experience related to event coordination, marketing and design, or community engagement

Proficiency with a variety of social media platforms

Excellent speaking, writing, and facilitation skills

Strong work ethic

Personality strengths that complement the staff team

Proficiency in Microsoft Office Suite

Knowledge of local and regional food systems/sustainable agriculture is desirable

Proficiency with website design and the Adobe Design Suite is desirable

Videography or photography experience is desirable

Unless Employee has entered into an express written agreement signed by an officer of the Company which explicitly alters the at-will relationship, Employee's employment relationship with the Company is at-will and it is not for any fixed term or duration. The Company may terminate Employee's employment with the Company at any time and for any reason, with or without cause or notice. Employee may terminate Employee's employment with the Company for any reason at any time. Nothing in this Agreement is intended to alter this at-will employment relationship, and such at-will employment relationship may not be modified except by an express written agreement signed by an officer of the Company and Employee.