



SMADC is a division of the
TRI-COUNTY COUNCIL
for SOUTHERN MARYLAND

February 2024

Job Title: Agricultural Programs Coordinator (APC)

Reports to: SMADC Director

Salary Range: Grade 17 Step 7-10, \$70,621 - \$74,766

Position Description

The APC is responsible for the development of SMADC's signature farmer-based programs and regulatory resources.

The position plays a key role in the development of SMADC's farmer and small rural business-based workshops & trainings, and act as SMADC's regulatory advisor helping farms navigate through regulatory compliance and permitting requirements.

Additionally, the APC assists the Director and Office Administrator with the development of the SMADC End of Year Report and other program specific reports. They administer SMADC's internal grants as well as research external grants relevant to their programs to be proposed for additional funding streams and assist the Office Administrator with the submission of those grant applications.

Programs and Responsibilities

- **Regulatory Resources Program**
 - Maintains robust relationships with federal, state, and local regulatory agencies and regional agricultural marketing partners and institutions to help streamline regulatory issues impacting value-added food production.
 - Coordinates as needed with Maryland Department of Health for on-farm licensing & inspections for acidified foods and value-added producers.
 - Provides in-person regulatory assistance/consultations for farms and producers.
 - Develops and updates SMADC regulatory tutorials - Acidified Foods, On-farm Meats, Cottage Foods, etc.
 - Develops and coordinates regulatory training workshops for farms and producers.

- **FarmLINK/MentorMatch Program**
 - Develops content for all the portions of the FarmLINK/MentorMatch Program: The Farmer Exchange, Property Exchange, Job List, & Everything Ag.
 - Coordinates Mentor Match Program including beginning farmer mentors/mentees, meetings and workshops, promotion, and outreach.

- **Farmer Workshops & Events**
 - Plays a key role in the development of SMADC's promotional events, workshops, and trainings, in coordination with the SMADC Director.
 - Runs and maintains the Annual Online Buy Local Challenge Week promotion, in coordination with the SMADC Digital Programs & Creative Services Specialist.

- **Internal Grants Programs**

Administers the following internal grants.

 - Farmer Mini-Grants
 - SOMD Equipment Grants
 - Reimbursement Grants
 - MARBIDCO Partnership Programs

Education & Experience

Bachelor's Degree in affiliated fields such as agriculture, marketing, or business development, or closely related field, and/or minimum of 3 years' experience commensurate with the job description required. Familiarity with the Southern Maryland agricultural community, agriculture organizations (Farm Bureau, Maryland Department of Agriculture, University of Maryland Extension, etc.) is preferred.

Knowledge, Skills & Abilities:

- Strong organizational skills, ability to manage multiple projects simultaneously and ability to communicate effectively and clearly, both orally and in writing.
- Knowledge of Maryland State Farm Regulation Framework
- Knowledge of Local County (5 SOMD Counties) Farm Regulation Framework is a plus
- Ability to manage grant reporting in an efficient and timely manner.
- Able to travel locally within the region to visit farms and businesses on-site (mileage costs are reimbursed)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc)
- Strong interpersonal skills with the ability to interact with and liaise effectively with farmers, and local county, state, and government representatives in a diplomatic manner.
- Grant writing experience a plus,
- Ability to plan, execute and be present for meetings, workshops, trainings, and events.

Working Conditions:

The position is based at the TCCSMD/SMADC headquarters in Hughesville, Maryland. Salary based on education and experience. Excellent healthcare benefits, one-to-one matching 401K up to 6%, all State & Federal Holidays, partial remote work options available.

- Must have access to a vehicle, a valid driver's license, and a clean driving record.
- Must pass a background check.
- May be required to work some evenings as necessary.
- The position will be located in-office at 15045 Burnt Store Road, Hughesville, MD. Due to the importance of on-the-job training for this position, the awarded applicant will need to be in-person at the office for the first 30 days to be trained.
- Partial remote work options (two days of remote work weekly) are available after the first 30 days of job training.

Apply:

- Apply Online at: <https://tccsmd.org/work-with-us/>
- Provide: Cover letter and resume outlining experience and credentials and other pertinent information and three professional references relating to the job description.
- All applicants who state on their resume that they have a degree will need to provide either transcripts or a diploma. This is regardless of whether the position description requires a degree or not. If the applicants state they have a degree, proof will be required.
- A skills competency test to assess proficiency of platforms such as Microsoft Office, Microsoft Teams, Excel, and SharePoint will be administered to all applicants.
- **Responses to this announcement are due March 29th, 2024, by 5pm.**
- Position Open Until Filled

TCCSMD is an equal opportunity employer that is committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. Employment decisions at the Tri-County Council for Southern Maryland will be based on merit, qualifications, and abilities. The Tri-County Council does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.