

## Project Coordinator FRTEP (Federally Recognized Tribes Extension Project)

**Position Title:** Project Coordinator FRTEP (Federally Recognized Tribes Extension Project)  
**Contract Term:** Present through August 2026 (grant funded with the possibility of 1 year extension)  
**Accountable To:** FRTEP / Extension Director  
**Salary:** \$44,717 - \$48,550

**Summary of Position:** Community outreach and education activities, recruitment of participants into training and education activities, involvement of students into gardening and related training, Community Gardening Projects, workshops, develop/distribute monthly wellness newsletters, planning and preparing activities, work closely with NDSU and other USDA colleges and grant seeking and applications for extension program.

### **JOB CHARACTERISTICS:**

**Nature of Work:** Required to work outdoors in all weather conditions as we do gardening activities, health and wellness activities, outdoor workshops, walk/runs, etc. Job requires Coordinator to travel to schools and community organizations and to NDSU for the training.

**Personal Contacts:** : Job requires greeting the public at various times of the year while attending meetings, doing presentations, attending conferences, working with community members, elementary-age students, and parents of students, etc. Job requires continuous contact with supervisors and fellow employees to schedule activities. Job requires coordinating duties with other employees to get job done on a daily basis.

**Supervision Received:** Supervision received from FRTEP/Extension Director on a regular basis.

### **RESPONSIBILITIES:**

- Will develop and implement program activities to further the effectiveness of the program
- Work directly with training and trainers
- Will provide community outreach, service and educational training experiences.
- Attends USDA/NIFA annual meetings and conferences
- Establish and monitor record keeping systems necessary to document the activities of the project and staff while maintaining confidentiality
- Locates and compiles information; creates reports, graphs and tables using information and formats other sources of information
- Coordinates preparation of reports
- Assists in obtaining information for budgeting
- Overall coordination of the project including the development and management of training schedule and activities.
- Work closely with NDSU Trainers and other colleges/universities, partnering agencies and organizations
- Responsible for the preparation and planning of activities to further the effectiveness of the program
- Participating in internal data and evaluation
- Keeping comprehensive records.
- Serves on institutional committees as assigned.
- Performs other position related duties as required.

### **JOB REQUIREMENTS:**

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**Knowledge:** Experience working in Microsoft Office Suite is helpful.

**Skills:** This position requires well-developed communication and organizational skills and the interpersonal relations skills appropriate to regular and intensive interaction with students and public. Must possess good customer service skills, be able to listen without being judgmental, perform multiple tasks, and operate all types of technology.

**Abilities:** Must be able to work under all weather conditions and must be able to lift objects weighing 50+ pounds. Coordinator must be able to stand, walk, and sit for long periods of time. This position may require working after hours and on weekends.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in an agriculture related field.

**PREFERRED QUALIFICATIONS:**

- A minimum of two years work in an agriculture related field.
- Familiarity with the National Institute of Food and Agriculture (NIFA), the United States Department of Agriculture (USDA), and the 1994 Land Grant status act for tribal colleges.
- Grant management experience.

Written: 10/22

Revised: 12/22