K-State Research and Extension - Douglas County

Kaw Valley Farm Tour Coordinator
Position Announcement

**Job Title:**
Kaw Valley Farm Tour Coordinator

**Organization:**
K-State Research and Extension Douglas County

**Location:**
K-State Research and Extension Douglas County Office
2110 Harper Street
Lawrence, Kansas 66046

**Employment Type:**
Part-time (350 hours/year)

**Compensation:**
Starting at $17/hr

**For best consideration apply by:**
March 6, 2024

**About Us:**
K-State Research and Extension Douglas County is seeking a dynamic and organized individual to join our team as the Kaw Valley Farm Tour Coordinator.

K-State Research and Extension is a short name for the Kansas Agricultural Experiment Station and Cooperative Extension Service. We are a partnership between Kansas State University and federal, state, and county government, with offices in every Kansas county.

**About This Role:**
Now in its 20th year, the Kaw Valley Farm Tour is an opportunity to visit local farms and learn about farm practices directly from the farmer. It is a self-guided tour through northeast Kansas to meet local farmers and visit local farms. Held the first full weekend in October each year, the tour continues to grow and offers learning opportunities for children and adults.

**Responsibilities:**
Plan and coordinate the annual Kaw Valley Farm Tour, showcasing local farms and agricultural practices.
- Visit farm sites to evaluate suitability as a Farm Tour stop.
- Collaborate with local farmers, vendors, and community partners to ensure a successful and engaging event.
- Develop marketing materials and promotional strategies to increase awareness and participation in the farm tour.
- Kaw Valley Farm Tour Social Media and website management
- Manage logistics, including scheduling, transportation, and participant registration.
- Provide excellent customer service to tour participants and address inquiries related to the event.

Qualifications:
- Social Media and Website Management Experience
- Previous experience in event coordination or project management.
- Strong organizational and communication skills.
- Knowledge of local agriculture and farming practices is a plus.
- Ability to work independently and collaboratively within a team.
- Ability to travel independently to visit current and potential farm tour participants

As a part of the application screening process, a background check will be completed on finalists before a job offer is extended.

How to Apply:
Interested candidates should submit a resume, cover letter, and three references to Marlin Bates, County Extension Director, at batesm@ksu.edu by March 6, 2024. Please include "Kaw Valley Farm Tour Coordinator Application" in the subject line.

K-State Research and Extension Douglas County is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.