



**ILLINOIS
AGRI-FOOD
ALLIANCE**



POSITION AVAILABLE: Agri-Food Careers Coordinator

REPORTING TO: Illinois Agri-Food Alliance (ILAFA) and Facilitating Coordination in Agricultural Education (FCAE)

DETAILS: full-time, salaried; part-time or contract position negotiable

LOCATION: Illinois; remote-position; statewide travel required, predominantly in Northeast Illinois

DEADLINE: Open until filled

POSITION OVERVIEW: We are looking for a talented and self-motivated individual to lead an entrepreneurial initiative working with Illinois middle and high schools and agri-food professionals to bridge the gap between education and Illinois' agriculture, food, and natural resources (AFNR) industry. This successful candidate will play an important role increasing student awareness of AFNR careers via Pathful, a virtual career awareness and readiness platform, while supporting the expansion of AFNR-focused education programs and career-related resources at schools, primarily in urban and suburban communities. Northeastern Illinois is a target region. The principal goal of the position is to increase the pipeline of talented and diverse individuals interested in employment in Illinois-based AFNR companies, agencies, organizations, and school districts.

PRIMARY JOB RESPONSIBILITIES

1. Work closely with ILAFA and FCAE teams and affiliated partners to develop and execute an AFNR-focused digital platform via Pathful to virtually connect Illinois students with employers and industry experts for career chats.
2. Contact, encourage, and empower urban and suburban school districts without an approved school-based AFNR education program to establish a program.
3. Provide resources and tools to educators and administrators to understand the importance of the AFNR industry and the opportunities for and abundance of careers in this industry.

ESSENTIAL JOB FUNCTIONS

1. Actively recruit teachers, coaches, building leaders, and district staff from school districts to integrate AFNR-focused lesson planning into their curriculum and sign up for Pathful accounts to connect their classrooms with industry professionals via the platform's key offerings (teacher requests, Industry Chats, video library).
2. Communicate with school district staff about the implementation of AFNR courses, grant funding, teacher licensure, and student workplace and leadership development.
3. Engage in systematic recruitment of industry volunteers to provide high-quality career sessions for teachers and students, with targeted outreach to specific businesses, institutions, and professional organizations based on needs of teachers.
4. Onboard, train, and support educators and industry volunteers to utilize the Pathful platform to create and engage in virtual sessions.
5. Develop and deliver high-quality virtual webinars, "training" models, marketing initiatives, and other capacity-building strategies to enhance adoption and utilization of Pathful.
6. Expand regular usage of Pathful that reflects teachers' integration of the platform into their teaching on a regular basis and to gain ideas and knowledge in connecting with educators and industry professionals.

7. Provide active and potential Pathful users with requested information ranging from informational collateral and answering general questions to formal reports about levels of engagement.
8. Proactively contact and follow up with Pathful users to check in on progress of implementation and provide support as needed.
9. Conduct onsite and virtual AFNR career presentations to students and attend, exhibit, and present at school career fairs and events.
10. Other duties as assigned.

SKILLS & QUALIFICATIONS

- Bachelor's Degree.
- Entrepreneurial mindset with ability to self-motivate and advance work independently.
- Experience in customer relations or industry human resources; must be adaptable, professional, courteous and motivated.
- Must work well individually and as a member of a team.
- Strong computer skills required; this includes using Microsoft Office, at least one type of video conferencing software, and various social media channels.
- Excellent presentation, verbal and written communication, and interpersonal skills.
- Ability to multitask, prioritize, and manage time effectively.
- Must be comfortable with regular communication (via email, phone, messaging) with a variety of stakeholders at different levels of responsibility and must have confidence in using technology.
- Prior experience in education and experience in education technology or instructional coaching are a plus.

WORK ENVIRONMENT This role is a joint position between two statewide organizations, the Illinois Agri-Food Alliance (ILAFA) and Facilitating Coordination in Agricultural Education (FCAE). Both organizations maintain a flexible work environment. The coordinator will work remotely with periodic travel on an as-needed basis. Preference will be given to individuals living near Chicago/Chicago Metro given the priority to engage schools in Northeast Illinois.

COMPENSATION RANGE Annual salary \$55,000-\$85,000 (based on education and experience), flexible paid vacation/sick days, and negotiable coverage of health insurance and benefits. This position will be an at-will employee.

TO APPLY Please submit your resume and cover letter to jobs@ilagrifood.org. The cover letter should demonstrate your understanding of the position and how your skills and experience will enable you to thrive and deliver in this role. The position will remain open until filled. Prompt application is encouraged.

ABOUT ILAFA The Illinois Agri-Food Alliance (ILAFA) is dedicated to building an integrated, innovative, and transformative agri-food system. As a neutral, third-party catalyst, the Alliance convenes cross-sector partners to connect talent, share insight, align strategic priorities, spark innovation, improve inter-organizational coordination, accelerate growth, increase visibility, and build trust. It views these ingredients as essential to driving forward-thinking solutions to meet the most pressing economic, environmental, and societal challenges of today and tomorrow. ILAFA is a project of Global Philanthropy Partnership (GPP), a 501(c)3 fiscal sponsor.

ABOUT FCAE Facilitating Coordination in Agricultural Education (FCAE) is a state project administered through the Illinois State Board of Education in cooperation with and advised by the Illinois Leadership Council for Agricultural Education (ILCAE). FCAE addresses the aims of Public Act 84-1452 involving the implementation of identified goals for improving education in and about Agriculture in Illinois.

ILAFA and FCAE are Equal Opportunity Employers committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.