



**GROUNDSWELL**  
Conservation Where You Live

# Outreach And Technical Assistance Manager

## Groundswell Conservancy

### **Who We Are**

Groundswell Conservancy is a nonprofit land-protection organization in Madison, WI. We protect special places forever. We want everyone to live in a world filled with green places where communities thrive. We strive to be an anti-racist land conservation organization that shares power and decision-making with groups and individuals that reflect our diverse community. We believe that land is essential for people's physical, emotional, and spiritual wellness. We are a results-oriented organization. We have permanently protected more than 13,000 acres of important land and water since 1983. Learn more about us at [groundswellconservancy.org](http://groundswellconservancy.org).

### **What You'll Do**

The Outreach and Technical Assistance Manager plays an important role in supporting HMoob farmers in Wisconsin. This person will work closely with Groundswell's Community Director and grant partners to provide technical assistance and outreach to HMoob farmers. This person is supervised by Groundswell's Community Director.

### **Primary Responsibilities:**

#### Technical Assistance

- Coordinate educational and training opportunities and arrange travel logistics for HMoob farmers
- Provide outreach to HMoob farmers to build awareness about local, state, and USDA farmer programs, grants, and loans
- Provide technical assistance to HMoob farmers applying for local, state, and USDA Farm Service Agency and/or Natural Resource Conservation Services programs over the phone, virtually, or in-person
- Connect HMoob farmers with agricultural resources

#### Outreach

- Collaborate with the Community Director on outreach strategies and implementations
- Reach out to HMoob farmers regarding education and training opportunities through phone, email, social media and other platforms

- Coordinate state-wide workshops with partner organizations and HMoob farmers
- Assist with content creation and resource development for HMoob farmers
- Assist with managing and monitoring the project's Facebook communication page and discussion group

#### Program Management

- Keep records of the number of farmers we've reached through this grant (unduplicated) at each workshop
- Keep records of the number of partners/interested partners at the workshops
- Keep records of farmers who apply for the USDA programs because of Groundswell's outreach work or contact with Groundswell for assistance in applying for any USDA programs
- Assist Community Director with grant reporting
- Assist with leading, coordinating, and facilitating meetings including creating agendas and taking meeting minutes

#### Who You Are

- Enthusiastic about supporting HMoob farmers
- Bi-lingual and bi-cultural in English and HMoob (Required)
- Farming experience a plus
- A team player who enjoys working and cooperating with diverse people
- A clear, timely, and friendly communicator with good written and verbal skills
- Organized, thorough, and detail oriented
- Enjoys working with limited English-speaking farmers
- Able to take the lead and follow through on projects, as well as manage multiple tasks
- Dependable, reliable, and a good problem solver
- Curious, flexible, and enthusiastic about learning and improving
- Excited about promoting diversity, inclusion, and equitable access to land

We know there are great candidates who may not check all of these boxes. We also know you might bring important skills that we haven't considered. If this describes you, don't hesitate to apply and tell us about yourself.

#### Salary and Benefits:

This is a full-time (40 hours/week), USDA grant funded position with an annual salary of \$52,000 and benefits package that includes:

- Health insurance through Quartz (Groundswell covers 75% of the monthly premium for the employee)

- Dental insurance through Anthem (Groundswell covers 90% of the monthly premium for the employee)
- 12 paid holidays per year
- 24 hours paid personal time per year
- Annual leave starting at 80 hours per year
- Paid sick leave accrued at the rate of 8 hours per month
- Simple IRA retirement (Groundswell matches up to 3% of the employee's voluntary contribution)

Groundswell is an Equal Opportunity Employer and seeks to employ staff members that represent the diversity of the Dane County community.

**Work Schedule and Location:**

We offer flexible working hours, with evening or weekend work related to events and field trips. This position is grant funded for 3 years and it is in its last year of funding. Work is carried out primarily in our office on Madison's exciting east side with the option for remote work.

**To Apply:**

Please email resume and cover letter to [yimmuj@groundswellconservancy.org](mailto:yimmuj@groundswellconservancy.org) with "Outreach and TA Manager" in the subject line. The deadline to apply is August 31, 2024. This position must start by October 1, 2024.