



Job Description:

CommonGround Nebraska is seeking a highly motivated and outgoing program coordinator to manage a volunteer-based agriculture advocacy program. The coordinator will plan, organize, implement and facilitate a variety of events along with all other activities including budgeting, communication, media/public relations, reporting, etc.

About CommonGround:

CommonGround is a national movement of farm women who want to share information about farming, ranching and the food we grow. Consumers in the cities and suburbs are more disconnected from farm life than ever before, and that disconnect has led to misconceptions about modern farming and the people behind it.

CommonGround Nebraska is a program developed and funded by Nebraska's corn and soybean farmers through their checkoff investments and is affiliated with the national CommonGround program. The heart of this program is the farm women volunteers who have conversations with consumers about food and how it's grown and raised. Using shared values, personal experiences, and science and research, our goal is to help consumers sort through the myths and misinformation surrounding food, labels, and farming.

Responsibilities and Duties:

- Volunteer Development
 - Coordinate and build the Nebraska network of CommonGround volunteers. This includes frequent and ongoing communication with current and potential volunteers, training and empowering confidence and involvement.
 - Providing content and materials to volunteers as needed for events or speaking engagements
- Public Relations/Communications/Media
 - Keep a current calendar of events and engagement, sharing and distributing to staff, volunteers and the national CommonGround staff
 - Prepare and plan content, distribute and upkeep lists for the bi-monthly e-newsletter (Find Our CommonGround Update)
 - Schedule, assist and coordinate volunteers for interviews and media appearances
 - Coordinate with media and weekly Pure Nebraska segments with volunteer representatives, highlighting consumer engagement
 - Seek out, propose and manage media and/or digital media opportunities to amplify CommonGround messaging
 - Content creation and upkeep for [website](#) (WordPress) and social media ([Facebook](#), [Instagram](#) and [YouTube](#))

- Event Planning
 - Develop and coordinate new and existing events that allow CommonGround Nebraska volunteers to interact with target audience(s). Provide on-site leadership to achieve successful events
 - Facilitate and plan yearly Nebraska CommonGround state conference
 - Assist with content and/or presentation materials for all events
 - Follow-up and evaluation from events and volunteers throughout the year
- Program Administration
 - Manage, design and ordering of all promotional materials and apparel
 - Manage the CommonGround Nebraska budget, track expenses, prepare invoices, and submit reports to funding organizations
 - Meet with Nebraska Corn Board and Nebraska Soybean Board staff regularly

Requirements:

- This part-time, contract position in the past has required an average of approximately 50 hours/month
- Residence in or near Lincoln, NE is encouraged, but not required, as frequent meetings and event attendance is necessary
- Experience with or knowledge of Nebraska agriculture is highly encouraged
- Excellent time management, communication and organizational skills
- Computer and digital technology experience, WordPress and Microsoft skills are encouraged
- Copywriting, content creation and editing skills with proper AP style are desired

Please contact Jill Bookhout or Sophia Svanda with any questions or interest. Letter of interest and resume are due March 7, 2025.

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