



EDUCATE. ADVOCATE. PROMOTE.

1000 W Campus Drive, Wausau WI 54401

715-581-7778

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Visit us at www.marathonppa.org

Partnership for Progressive Agriculture's Executive Coordinator

Position Description:

The role of the Executive Coordinator position for the Partnership for Progressive Agriculture is to drive the organization's success by educating, promoting, and advocating for Agriculture in Central Wisconsin. These goals will be accomplished through the managing of:

- Event planning and coordinating
- Membership Recruitment
- Marketing

The Executive Coordinator's work is performed under the direction of the PPA Chair and members of the Executive Committee. This position requires a flexible work schedule during the work week, with occasional work or events on the weekends or evenings.

Primary Responsibilities:

- Build and maintain effective communicative relationships with key partner members.
- Coordinate PPA activities including, but not limited to, the Farm City Dinner, June Dairy Breakfast, the Ag Adventure Tent at the Wisconsin Valley Fair, the Golf Outing, Wausau Christmas Parade, Chamber Expo, and On the Moove program (Journey, the milking cow).
- Serve as the PPA primary spokesperson through interactions with community members to answer questions and provide information.
- Perform administrative tasks including, but not limited to, paying invoices, mailing invoices, organizing and maintaining files etc.
- Grow PPA revenue through prospecting and executing membership sales both current and new. Research, apply and secure alternative funding sources and sponsorships.
- Attend, lead and/or assist all PPA board and committee meetings and events.
- Be the responsible lead for all events set-up, execution and wrap-up.
- Responsible for taking and maintaining minutes/notes at all committee and board meetings.
- Develop, plan, coordinate, and conduct other activities designed to address the needs of agribusiness and agriculture education in the county/region.
- Create, market, distribute, and communicate PPA information and promote events via social media, website, newsletters, and other appropriate communication channels to members, subscribers, and general public.
- Oversee and supervise the Ag Intern position and ensure responsibilities of the intern position are successfully executed.



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- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall viability of the organization.

Required Qualifications:

- Dependable, self-starter with a positive attitude and strong organizational skills. Ability to work independently and manage the flexibility to adapt to changing situations. Attention to detail is a must.
- Ability to prioritize, organize, coordinate, and communicate to successfully achieve goals.
- Highly motivated and goal driven to successfully secure funding and revenue.
- Excellent written, verbal, and interpersonal skills, including being comfortable with public speaking.
- Ability to problem solve and make decisions in stressful or high-pressure situations.
- Experience leading committee work and/or team projects, with ability to maintain positive relationships while working with a vast array of personalities and abilities.
- Experience planning and executing events.
- Must possess a valid driver's license.
- Proficient computer skills with working knowledge of basic office programs, as well as publishing or design software.

Preferred Education, Experience and Skills:

- Degree or experience in Agriculture, and/or Marketing.
- Previous office administration and/or sales experience.
- Previous experience in Non-Profit organizations.
- Previous fundraising experience.

This is a part-time position and starting wage is at \$18/hour with compensation plus travel expenses.

Send Resume and Cover Letter to marathonppaboard@gmail.com.

For more information, please contact:

Julie Bohr
President
Partnership for Progressive Agriculture
715-581-1254
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