



Position: Great Plains Events and Programming Coordinator

Position Type: Part-time (20 hours/week) exempt position, with benefits

Reports To: Farmer Education Director

Location: SW Minnesota work-from-home with some travel required

Salary Range: \$29,000-34,000

About SFA

SFA was founded in 1988 by farmers united in their commitment to creating an agricultural system focused on improving soil health, growing healthy food and revitalizing rural communities. Today SFA has more than 1,000 members, nine regional chapters, and five networking groups. We remain farmer-focused and committed to fostering the successful adoption of regenerative practices on more Minnesota farms to protect natural resources, revitalize rural communities and ensure economic viability for this generation of farmers and the next.

NFWF Great Plains Grant Summary: The goal of this three-year grant is to expand implementation of regenerative cropping and grazing practices that promote improved soil health, reduce harmful runoff, and improve wildlife habitats. We plan to reach 40 farms through our Farmer-to-farmer consulting program. An additional 2,300 people will be reached with case studies and hands-on educational opportunities showcasing regenerative cropping and grazing best practices and proven conservation methods.

Position Summary

The Events and Programming Coordinator is responsible for planning and coordinating the logistics and administration of educational events and programming for SFA's Conservation Partners grants. Working closely with the Farmer Education Director, consultants, and host farmers, this position ensures workshops, field days, roadshows, and other educational events are well organized, professionally executed, and delivered successfully throughout the four-state project region.

This position serves as the central coordinator for project logistics, internal communications, scheduling, and event administration, allowing SFA's technical staff and farmer-consultants to focus on delivering high-quality educational programming content. This position will also occasionally be called upon to support other SFA events and initiatives.

Occasional travel to events around western Minnesota, the eastern Dakotas, and northern Iowa is part of the job. Those events may be scheduled on an evening or weekend, although that doesn't happen often.

This position is funded for three years, with the potential for continued employment after the grant ends.

Primary Responsibilities

The ideal candidate is highly organized, communicates effectively with diverse audiences, and takes pride in creating well-executed educational events that allow farmers, consultants, and partners to focus on learning and relationship building.

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Educational Event Coordination

- Coordinate logistics for workshops, field days, and regenerative cropping roadshow events throughout the four-state project area.
- Schedule in collaboration with the Farmer Education Director, consultants, and host farms.
- Coordinate all event logistics, including host farms, venues, catering, AV equipment, educational materials, participant registration, speaker travel, lodging, reimbursements, and vendor coordination.
- Provide on-site event coordination, registration, setup, troubleshooting, and cleanup.

Program Coordination & Administration

- Coordinate project timelines and educational event schedules.
- Understand and work within grant budgets to meet deliverable goals.
- Lead monthly grant team meetings, prepare agendas, meeting notes, and follow-up communications.
- Maintain project records, CRM data, attendance records, and reporting documentation.
- Track participation and compile information needed for grant reporting.
- Coordinate travel arrangements and reimbursements for speakers and farmer hosts.
- Provide administrative support to ensure project activities remain on schedule.

Communications

- Work with SFA's Communications Director to promote educational events.
- Assist in collecting photos, testimonials, and success stories from events.
- Assist with production of educational materials and other media.

Qualifications

- Experience coordinating meetings, conferences, educational programs, or community events.
- Exceptional organizational skills and strong attention to detail.
- Ability to manage multiple projects simultaneously while meeting deadlines.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office, Google Workspace and CRMs.
- Ability to work independently while coordinating with staff located across multiple states.
- Valid driver's license, reliable vehicle and willingness to travel around the project region.

Preferred Qualifications

- Experience working within agriculture, conservation, natural resources, and/or climate issues.
- On-farm event coordination experience is a plus.
- Familiarity with regenerative/soil health agriculture practices funded programs.
- Understanding of various agricultural agencies/farm bill programs and farmer support organizations.

For more information or to apply:

Interested candidates should submit a resume and cover letter detailing why you would be an ideal candidate for this position to Jonathan Kilpatrick - jonathan@sfa-mn.org. Applications that do not include a cover letter will not be considered. Applications will be reviewed until the position is filled.

The Sustainable Farming Association of Minnesota is an equal opportunity employer. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, veteran status, or any other characteristic protected by law.

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