

Job Posting: Assistant Facilitator

Open through January 3, 2019

Email hr@aginnovations.org with your cover letter and resume

POSITION DESCRIPTION

Ag Innovations is a nonprofit based in Sebastopol, CA with a 20-year history of unlocking the challenging issues at the intersection of agricultural and natural resources through dynamic collaborative action and community engagement. We are growing, and we're looking for a new Assistant Facilitator to join our talented team. Reporting directly to a Senior Facilitator, and indirectly to the Executive Director, the Assistant Facilitator acts as the project manager on assigned projects, supporting meeting and event preparation, facilitation, and followup to meet project outcomes. The Assistant Facilitator might also support planning, development of timely deliverables, communications, project tracking, invoicing, and documentation, so that all supported parties are able to function efficiently and effectively in the field, and so that Ag Innovations' public face is consistent and professional. This position is the first of three steps in the Facilitator job group, although there are other possibilities for advancement, if sufficient interest and aptitude are evidenced by the incumbent.

ESSENTIAL FUNCTIONS

Duties of the Assistant Facilitator will include but not be limited to the following:

Facilitation Responsibilities:

- Research and client/group support (interfacing with clients, identifying ways to support client or group in achieving goals)
- Facilitating small group discussion, conducting and documenting interviews using the action research method, and supporting the facilitation efforts as needed.
- Document group discussion and decisions as needed, and support and development of accompanying deliverables as directed by senior facilitator.
- As needed, conduct front-of-room flipcharting and support capture of group discussion.

Program Support Responsibilities:

- Project management and project support (project planning and implementation, calendaring, deliverable tracking, stakeholder and participant communications and tracking, research, materials preparation, collaboration technology tools, operations, etc.)
- Coordinate project deliverable tracking and invoicing, and maintain contacts, documents, and data.
- Coordinate virtual and in-person meetings logistics (venue, food/beverage planning, audio/visual, materials preparation, registrations, travel, presenters and speakers logistics, note taking, etc.)
- Project communications planning, development and implementation (participant communications, website and social media postings, mass email notifications, publicity and outreach support, PowerPoint and other presentations preparation, etc.)

QUALIFICATIONS

The following skills and experience are required unless otherwise noted:

- Bachelor's degree or equivalent knowledge of research and analysis techniques.
- Minimum of two years of administrative support experience.
- Demonstrated passion for and interest in food systems, agriculture, and/or environment.
- Demonstrated passion for and interest in collaboration, planning, and team or group work.
- Demonstrated working proficiency in word processing, powerpoint presentations, creating and maintaining spreadsheets (Excel and GoogleSheets), group calendaring, social media, project management tools, databases, and basic web editing.
- Applied skills in basic web-based research, analysis and summarization.
- Ability to manage several tasks/projects concurrently, with ease and professionalism.
- Familiarity with file organization and retention
- Strong attention to detail, including proofing own work and that of others.
- Ability to focus and complete job duties in a fast-paced, complex environment.
- Ability to communicate professionally, clearly, and concisely, orally and in writing.
- Excellent interpersonal skills, customer service skills, and listening/note-taking skills.
- Event and meeting coordination and planning experience and skills.
- Training or equivalent experience in facilitating meetings or interviewing a plus.

Physical Requirements and Work Environment

- Keyboarding on PC for long periods of time
- Some phone usage
- Local and regional travel by car or other means, mostly same-day.
- Indoor work environment in open setting with minimal noise and distractions.
- Able to lift up to 25 pounds.

Each qualified candidate is invited to submit a resume and cover letter explaining why they would be an excellent fit for our Senior Facilitator position. Please send your resume and cover letter to us at: HR@aginnovations.org by January 3, 2020.