

Job Posting: Facilitator (rank open)
Open June 3, 2024, until filled



Ag Innovations is looking for a dynamic facilitator!

Ag Innovations

Ag Innovations is a 501c3 nonprofit organization that aims to facilitate collaboration among diverse groups. We lead collaborative processes to develop holistic solutions to our most complex agricultural, natural resource, and environmental challenges. We convene and facilitate 1) transformational networks that help leaders think beyond their disciplines and unlock new ideas; 2) stakeholder engagement, public input, and planning, which helps improve plans and policies for a better future; and 3) consensus-building processes to reach agreements on complex policies and plans, and 4) capacity building including strategic planning, systems thinking, and leadership development.

Our projects are organized into three program areas: Food and Agriculture, Water and Watersheds, and Fire and Forests. Each program has a unique focus area consistent with California's most complex challenges and fulfills our organizational mission to address California's current issues and opportunities.

Ag Innovations is an equal opportunity employer. We aim to be a place where a diverse mix of talented people do their best work together. We encourage applications from candidates from diverse backgrounds, including but not limited to race, ethnicity, gender, religion, disability, age, or sexual orientation. Bilingual or people of color are strongly encouraged to apply. We value diverse and inclusive work environments and are committed to professional development. We offer health insurance, paid time off, and holidays for eligible employees.

Position Summary:

We are seeking a facilitator to join our talented team. The facilitator supports and participates in Ag Innovations' projects by providing collaboration and program support to Ag Innovations' clients, program teams, and senior facilitator(s). This position is based in Northern California, and the candidate must be available for local client meetings but may otherwise work remotely from California.

Job Description:

Facilitation Responsibilities: (50%)

- Identify needs and issues, conduct and document background research, and interview possible participants,
- Work with Senior Facilitators to develop process approaches to address issues and concerns.
- Develop communications and outreach plans to support complex projects
- With direction and support from the Senior facilitator or Executive Director, develop agendas and facilitate small group discussions.
- Co-facilitate with the Senior Facilitator for group or community engagement.

- Take virtual or in-the-room meeting notes or flip charts and document group discussions and decisions.
- Work with the Senior Facilitator to develop plans, recommendations, policy or agreement documents, and other deliverables as the Senior facilitator directs.

Program Responsibilities: (40%)

- Project planning and management, including tracking project timetables and deliverables, maintaining client relationships and communication, tracking project finances, and documenting outcomes.
- Coordinate virtual and in-person meetings logistics, including planning events, preparing materials, and coordinating logistics.
- Project communications assistance, including website and social media postings and outreach.

Communications: (10%)

- Produce content for Ag Innovations' external communications
- Support fund development.

Minimum Requirements

- A bachelor's degree is required, and a master's degree in agriculture, environmental or natural resource management, public policy, or conflict analysis and resolution is preferred.
- Three or more years of successfully leading collaboration among diverse people.
- Three or more years of experience managing projects and planning events.

Ideal Candidate:

Our Ideal candidate will have demonstrated experience and interest in agriculture and food systems, water resource planning and collaboration, land use, and natural resources planning and management. This individual will utilize strong analytical and research skills and use modern collaborative tools to engage with stakeholders. They must be effective communicators exhibiting strong written and verbal communication and presentation skills, often in large groups and public settings.

Salary Range:

Compensation and job rank are commensurate with experience, with salaries ranging from \$65,000 to \$90,000 per year based on years of experience.

Apply today!

We invite you to apply to HR@aginnovations.org. You must send a cover letter explaining why you would be an excellent fit for our facilitator position and a resume detailing your previous positions and education. We will not review incomplete applications. If your submitted materials indicate potential, we will contact you directly.

Visit <https://aginnovations.org/current-work/> to learn more about our work and our team.