



## Coordinator

### Position Overview:

The Illinois Grazing Lands Coalition (ILGLC) and the Illinois Forage and Grassland Council (IFGC) seek an energetic and self-motivated Coordinator to join the efforts of the newly created Illinois Forage Grazing Collaborative. The successful candidate will have a background in forage and livestock grazing systems and will be responsible for providing support to Illinois producers through educational resources and statewide events. The Coordinator reports to the ILGLC Executive Director and will interact directly with the IFGC Board of Directors.

### Position Responsibilities:

- Webinars & Online Educational Resources for Producers:
  - Work collaboratively with ILGLC & IFGC to create and maintain websites and online portal with educational materials on forage establishment, forage production, and feeding methods for all forage types.
  - Establish a virtual help desk to receive inquiries from producers and direct them to appropriate resources.
  - Brainstorm, plan, and execute four webinars per year under the Illinois Forage Grazing Collaborative.
- Event Planning & Promotion:
  - Contribute to the planning and execution of statewide events: ILGLC Grazing Conference, IFGC Forage Institute, IFGC Forage Expo, IFGC Forage Bowl, and other IFGC events.
  - Collaborate with ILGLC's Director of Communications to promote events and disseminate educational resources.
- Operational Duties:
  - Prepare monthly progress reports and updates for the ILGLC Executive Director and IFGC Board of Directors, highlighting key metrics, challenges, and successes, and contribute to grant reporting and newsletter preparation.
  - Attend and facilitate IFGC meetings and planning sessions while maintaining program calendars, tracking deadlines, events, and meetings.
  - Other duties as assigned.

### Position Qualifications:

- Proven experience in agriculture and managing producer relationships.

- Demonstrated knowledge of forage and livestock grazing systems.
- Excellent written and oral communication skills, with an ability to present information in a clear and professional manner.
- High level of organizational skills and attention to detail.
- Experience in planning events and grant writing is preferred.
- Ability to work independently, meet deadlines, and manage multiple tasks simultaneously.
- Self-motivated, proactive, and results-driven.

**Other Position Specifications:**

- Independent contractor position
- Remote position
- Travel required: must hold valid driver's license and provide personal transportation and ability to attend events at various times throughout the state of Illinois; appropriate travel reimbursements provided
- Must provide own office space, computer, phone, internet, and office supplies
- Legal status to work in the U.S. is required

**Compensation:**

The position is part-time (50% FTE) with an average expectation of 20 hours per week. Compensation based upon experience.

**To Apply:**

Qualified candidates should submit a cover letter and resume to [christian@ilgrazinglands.org](mailto:christian@ilgrazinglands.org). Applications will be reviewed on a rolling basis, with interviews beginning immediately.

**About the Illinois Forage Grazing Collaborative:**

The Illinois Forage Grazing Collaborative, established in 2024, is a new partnership between the Illinois Grazing Lands Coalition, the Illinois Forage and Grassland Council, and the University of Illinois Extension to offer new educational resources to Illinois producers on the benefits of conservation grazing associated with different forage selection and grazing management. This effort will equip Illinois producers with knowledge and technical assistance on pasture management, soil health, forage selection, and cover crop and crop residue grazing.

ILGLC and IFGC are equal opportunity employers, and candidates from diverse backgrounds are encouraged to apply.