

## Trust In Food Junior Program Officer

Department: Trust in Food

Location: Lenexa, KS – St. Louis, MO – Washington, D.C. – Mexico, MO

Reports to: Trust In Food Deputy Program Manager

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### POSITION DESCRIPTION

Farm Journal seeks energetic, entrepreneurial candidates passionate about making a difference in the food and agriculture industry for an exciting position in a startup division of Farm Journal Media. The position offers tremendous long-term career growth in an area that is foundational to the future of U.S. farming: conservation and environmental sustainability.

The **Trust In Food Junior Program Officer** will directly report to the Deputy Program Manager within this fast-growth startup division of Farm Journal. He or she will work closely on all aspects of the business focusing on helping farmers make more money, improve their sustainability and conservation practices, and leave a legacy for their families through innovative partnerships with the conservation agriculture community.

To be successful, the Junior Program Officer will oversee all day-to-day aspects of Trust In Food's watershed-level and state-level conservation agriculture programs. They must have superior support skills, able to work closely with the Deputy Program Manager, ask smart questions, provide regular feedback on project progressions and be a bulldog when it comes to meeting deadlines. They must be skilled in the art of customer service and client interactions, as they will be working directly with people depending on Trust In Food and Farm Journal to provide them with deep data insights into the men and women of American agriculture; best-in-class knowledge about the work, drivers and needs of farmers, ranchers and growers; strategic communications support; and innovative partnerships that will be instrumental in scaling conservation agriculture, building farmer profitability and resilience for future generations, and improving environmental outcomes.

As part of this role, the Junior Program Officer will take a leading role in the following conservation development activities, *with other duties as assigned*:

- Deep research to understand all aspects of each Trust In Food project
- Superior organizational skills, with preference shown to candidates with proven experience using Asana, Google Drive, Dropbox and other digital tools for keeping a virtual team glued together and in the know – working in tandem with the Operations, Coordinator to ensure all team members are working from a common set of documents and providing version control to avoid wasted time, energy and money so we can invest those precious resources strategically
- Forge relationships with all internal and external stakeholders on projects, with special attention to a close partnership with the Deputy Program Manager and deep relationship building with our clients, providing outstanding customer care through written, spoken and in-person communications
- Problem-solving to help us think bigger about how to create change within each project, spot challenges before they occur and propose solutions to scale and make a lasting positive difference for our nation's food supply and the farmers who produce it

# FARM JOURNAL

- Working collaboratively with a fun, fast-paced and mission-driven team of smart and talented people passionate about our 142-year-old legacy of service to farmers and the people who help them build their businesses.
- Participate in the planning and execution of the annual Trust In Food™ Symposium, a premier event involving 200 food system thought leaders. This includes program development, speaker recruitment, scripting, logistics and onsite customer care.

## **Minimum Qualifications**

These qualifications include, but are not limited to, the following:

- Immense passion for helping farmers, ranchers and growers – and leaving our environment in better shape than we found it
- Hungry for the subject matter and the work, tremendous humility with a can-do attitude and an always-on learner, smart and strategic (people-smart, proactive communicator, self-starter)
- Delighted to be the right-hand support to a direct supervisor, with the potential for enormous future career growth and ongoing professional leadership development
- BA/BS degree and 2-5 years of professional experience
- Commitment to deadlines and delivering an excellent final project – going the extra mile at each stage of the marathon of project execution
- Superior organizational skills, with preference shown to candidates skilled in Asana, Google Drive, Dropbox and other digital project management tools
- Ability to manage multiple complex projects under deadlines.

For more [information](#) or questions on any Farm Journal job postings, please contact:

### **Krystal Rummans, HR Generalist**

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