



Position Title: Program Director

Location: Stockton, CA

Employment Status: Full Time

Compensation: Depends upon Experience

Application Process: Send Resume to Director@sjfb.org

The San Joaquin Farm Bureau Federation (SJFB) is a non-profit membership organization founded in 1914 to protect and promote agriculture in San Joaquin County. We are led by a dedicated volunteer Board of Directors and represent over 1,500 families throughout San Joaquin County. We accomplish our mission statement through various educational programs, by regulatory and legislative outreach and as a resource for our members, so they can focus on growing food and fiber for not only California but the World.

We are currently seeking a Program Director to join our staff. The Program Director will work under the Executive Director, the San Joaquin Farm Bureau Board of Directors and the SJFB Foundation for Agricultural Education. The candidate will also be working with our existing committees including the Agricultural Education, Rural Health & Safety Committee, Membership, Water, Land Use and our Farm Centers as needed.

- Planning committee meetings including notices and minutes.
- Working with the Agricultural Education Committee who hold various programs which include in person/zoom school presentations, managing the scholarship program, and coordinating Ag in the Classroom a 4-day seminar where teachers are taken on agriculture tours through out the county.
- Along with the SJFB Foundation Board, planning and executing all aspects of the Annual Wine Tasting Fundraiser including vendor outreach, a silent/live auction and reservation/sponsorship management.
- Planning and executing membership trainings throughout the year in conjunction with the Rural Health & Safety Committee and outside entities.
- Assisting the Membership Coordinator on membership retention and gaining new membership programs and answering general membership questions and concerns as they arise.
- Other duties as assigned to support the needs of the San Joaquin Farm Bureau Federation

Who are we looking for?

- Someone who is detail oriented with the ability to organize projects and events, prioritize their workflow and complete multiple tasks simultaneously and accurately.
- A professional person who can effectively coordinate vendor/member/board members relationships when planning events, programs, and day-to-day operations.
- A proactive problem-solver who is self-directed yet has strong interpersonal, teamwork and organizational skills.
- An individual with the ability to communicate effectively with telephone outreach as well as presenting to groups of individuals including children and adults in large settings.

Minimum Skills Required

- Bachelor's Degree (Agriculture related field preferred)
- Familiarity with Microsoft Office
- Experience in event planning and social media outreach is a plus