

# **Produce Safety Risk Assessment Outreach Technician**

## **Manistee Conservation District**

The Manistee Conservation District is seeking a full-time produce safety outreach technician to deliver the Michigan Produce Safety Program. The technician will be housed at the Manistee Conservation District office in Bear Lake, MI and will execute the program throughout the year within a multiple-county service area. Duties will be performed under the direction of the Manistee Conservation District Executive Director and the Produce Safety Advisory Committee. A central objective of the position will be to deliver the Michigan Safe Produce Risk Assessment educational tool through on-farm technical assistance, using farm-specific risk assessments, education, and food safety planning to implement best practices. This position is funded by an annually renewed grant. Starting wage range will be \$43,000 - \$46,000 (depending on education and experience). Benefits include paid federal holidays, workman's compensation, annual leave and personal time, as well as an HRA health benefit contribution after the 90-day probationary period.

### **Requirements:**

- Minimum: Bachelor of Science or higher in agriculture or related natural resources field from an accredited university.
- Coursework or equivalent direct experience in the area of food/produce safety inspection.
- Demonstrably excellent interpersonal and public communication skills with landowners MCD staff, and all other stakeholders (in public speaking, and all verbal & written communication)
- Excellent record-keeping and reporting skills
- Computer fluency, familiarity with the Microsoft Office suite of software, and proven proficiency in Word & Excel required.
- Valid Michigan driver's license and use of a personal vehicle is required (mileage reimbursement provided)
- Ability to pass a background check

### **Duties:**

- Coordinate local, state, and federal agency resources to help reduce identified food safety risks and make progress toward compliance with state and federal regulations in regard to food safety.
- Assist landowners with the self-certification process for safe produce risk assessment educational tool and produce safety plan development to incorporate compliant practices
- Attend regular training events that provide technical information on implementation of new food safety laws
- Implement farm-specific educational outreach
- Work closely with area MAEAP technician(s) to assist farmers in working toward compliance
- Facilitate the growth of the private sector through providing resource management services.
- Serve as initial point of contact for farmers interested in safe food risk assessment
- Provide on-site examinations and resource evaluations
- Provide options regarding food safety management that mesh with the landowners' goals
- Prepare written follow-up with a narrative needs assessment and appropriate handouts/materials after each on-site visit
- Develop a template for use in guiding landowners through the process of produce safety stewardship
- Maintain a weekly activity log and a written public report, to be shared with MDARD, partners and the Manistee Board of Directors
- Convene an Advisory Committee for the purpose of goal setting and to identify local opportunities and provide the Technician with guidance on promotion, implementation, and evaluation of program accomplishments (to meet in the first quarter of the fiscal year).
- Provide written updates for monthly board of directors' meetings.
- Provide information and make referrals regarding programs, agencies, organizations, and private sector interests that furnish technical and/or financial assistance for natural resource management activities
- Conduct agriculture/produce safety-related demonstration and outreach workshops—minimum 6 per year (at least one annually per service area).

- Prepare articles and interviews for local news organizations (minimum 3)
- Contribute quarterly articles to the Manistee CD newsletter (four times per year)
- Assist with preparation of the program documentation, including, but not limited to: grant applications, plan of work, monthly and annual reports, etc.
- Fulfill grant agreement requirements and deliverables
- Maintain a good working relationship with all conservation district personnel and other providers, both public and private
- Represent the Manistee Conservation District and other districts at a variety of events throughout the designated service area.
- Maintain consistent messaging that positively represents the Manistee Conservation District's vision, mission, and presence within the community
- Host informational booths at a number of cross-county events throughout the year (minimum 3)
- Provide outreach resulting in a minimum of 25-35 assessments per year across a multiple-county area
- Other duties that support the host district (and partnering districts) as assigned

**How to Apply:**

*Send complete application packet (via email only) to:*

The Manistee Conservation District, Attn: Susan Spencer, Executive Director

**Email:** [susan.spencer@macd.org](mailto:susan.spencer@macd.org) (address: 8840 Chippewa Highway, Bear Lake, MI 49601.

**Phone:** 231-889-9666

To be fully considered for this position, your application packet will need to follow the steps outlined below.

- A cover letter, discussing applicant's background and the reasons for interest in the position
- A resume detailing applicant's work history, areas of expertise, and education
- An official copy of applicant's college transcripts (note: official transcripts are those sent directly from the educational institution; personal photocopies are not acceptable)
- The names and contact information of three references who can attest to applicant's knowledge, experience, and ability to work with the public (suggested that at least one of them be a former supervisor).
- Two written letters of recommendation from someone familiar with applicant's work.

**Timeline:**

**Application deadline:** The end of the working day, 5 p.m. on Monday, August 27<sup>th</sup>.

**Finalists notified:** No later than Friday, September 14<sup>th</sup> to arrange an interview with the hiring committee.

**Date range of interviews:** September 17<sup>th</sup>-19<sup>th</sup>.

**Starting Date:** The successful candidate should be able to begin work no later than October 8, 2018.

**Prior to the interview, the Manistee CD should have received from the applicant:**

- The application packet of materials outlined above
- An official copy of transcripts from all post-secondary academic institutions attended (ordered from the institution and sent directly to CD)
- Three work-related (not personal) references with up-to-date contact information
- Two letters of recommendation from someone familiar with your work

***\*\* This position carries a non-compete clause, meaning that no other paid agricultural work can be done while employed by the Manistee CD \*\****

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