

POSITION ANNOUNCEMENT

Horticulture Specialist

The National Center for Appropriate Technology (NCAT) is a private non-profit organization whose mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. NCAT is seeking a Horticulture Specialist to work on local and national sustainable agriculture projects. NCAT works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT's work includes nationally recognized projects in agriculture, food, and energy.

The Horticulture Specialist will be a regular, part time-time position, around 20-25 hours per week, and will be based at NCAT's Fayetteville Arkansas office. The specialist in this position will instruct a class for the Center for Arkansas Farms & Food (CAFF) Farm School. NCAT specialists work with sustainable agriculture and appropriate technology concepts. The specialist in this position will develop resources and compile information to assist clients in areas such as horticulture and vegetable production. This position will provide an outstanding opportunity to work with a dedicated and professional staff on local and national levels.

QUALIFICATIONS:

- The equivalent of a BA/BS degree plus a minimum of five years of related experience or training in horticulture, vegetable production or an agriculture related field or a minimum of 7 years related experience.
- The successful candidate will have the ability to work independently, as part of an NCAT team, and work well with partners and clients. Candidates should have excellent verbal and written communication skills. The ability to prioritize work assignments, multi-task, and disseminate information are required for this position.
- The position requires familiarity with planning, preparing, and teaching courses. As well as experience with diversified vegetables, small fruits, cut flower production, greenhouse production, and community outreach and development. Previous experience working with community service, project coordination, or non-profits is preferred. Occasional travel may be required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Commitment and passion for the NCAT mission;
- Strong interest and knowledge of diversified vegetables, small fruits, cut flower production, greenhouse production, produce safety practices, and organic certification;
- Knowledge of Arkansas agriculture, Center for Arkansas Farms and Food (CAFF) Farm School and related organizations and groups;
- Excellent communication skills, with experience in public speaking, presentation, writing, editing and research;
- Familiarity with integrated farming systems, concepts of sustainability, environmentally friendly practices and organic production methods;
- Strong organization, planning and teaching skills;

- The ability to build relationships and collaborate with farmers, ranchers, community organizations, government agencies, and non-profit organizations and other partners;
- The ability to recognize and pursue development opportunities;
- Must be familiar with concepts of sustainability and appropriate technology, databases, and public information products;
- High level of computer literacy including use of Word, PowerPoint, Excel, and Outlook;
- Ability to work independently and in team settings.

RESPONSIBILITIES:

- Plan, prepare and teach a year-long beginning farmer course for the Center for Arkansas Farms and Food (CAFF) Farm School during the times and dates specified by the academic schedule;
- Further develop and assess Farm School curriculum, coordinating with field instructor, guest presenters, and the CAFF educational advisory committee;
- Provide timely and accurate assessment feedback to students;
- Plan, supervise, and evaluate students' progress;
- Maintain related student records, evaluations, and progress reports;
- Provide farmers and ranchers with information and technical assistance on environmentally sound practices for agronomic and horticultural crops and vegetable production. This information may be provided via phone, postal mail, email, or in-person hands-on training;
- Develop relationships and collaborations with farm and agriculture organizations and groups that assist farmers, particularly limited-resource farmers;
- Create educational materials such as publications, videos, webinars, podcasts, and online tutorials on sustainable agriculture topics to assist clients;
- Provide farmers and ranchers with information and technical assistance on environmentally sound practices by phone, e-mail, social media, workshops, conference presentations, participation on panels and field demonstrations;
- Pursue development opportunities, participate in grant and proposal writing process;
- Manage projects to ensure project work and deliverables are being met;
- Work with other specialists on outreach to promote workshops and events organized by NCAT and its partners;
- Collaborate with staff as a member of one or more technical teams in developing written materials and projects.

SALARY AND BENEFITS: \$20.00 - \$25.00/hour depending on qualifications and experience. Excellent benefits include flexible schedule, paid vacation, sick leave, and holidays, dental, vision, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional environment.

APPLICATION PROCESS: Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged. Please explore [NCAT](http://www.ncat.org/) (http://www.ncat.org/) or visit the [ATTRA – Sustainable Agriculture Program](https://attra.ncat.org/) (https://attra.ncat.org/) website to learn more about NCAT and what we do.



All persons interested in being considered for the position must:

1. [Upload a resume and cover letter](https://ncat.bamboohr.com/jobs/) (https://ncat.bamboohr.com/jobs/) through our BambooHR software.
Simply choose the position you are applying for and then click “apply for this job” to upload your materials. Don’t forget to highlight your experience and skills relevant to the qualifications, skills and responsibilities listed above.
2. Complete the [NCAT Supplemental Application Information](https://www.ncat.org/job-application/) form (https://www.ncat.org/job-application/).
Note: Incomplete applications packets will not be considered.

Questions about the application process can be directed to:

Kriss Sullivan, Director of Human Resources

e-mail: jobs@ncat.org

NCAT’s mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve. NCAT is an Equal Opportunity Employer.

For additional information about NCAT please visit our website at www.ncat.org.