



Agriculture Specialist

Roles and Responsibilities

Supporting Healthy Black Agriculture

1. Attend and facilitate SHBA classes with assistance of SHBA Lead
2. Serve as primary party responsible for garden space upkeep and maintenance
3. Be available for questions and respond to workgroup participants when curriculum dictates plants and vegetables are to be grown independently of class sessions
4. Create an **After Action Report** for every class session to provide an attendance log, brief summary of the lessons, highlight impact through challenges, wins, questions, breakthroughs, and a list of materials needed
5. Provide record of participant attendance to Program Support Specialist to facilitate correct payment of all SHBA stipends
6. Coordinate with Program Support Specialist and Program Manager to plan and execute all SHBA graduations
7. Identify and cultivate relationships with community farmer partnerships and visit local farms on a bi-weekly basis
8. Create and maintain a database of all POC organizations serving our desired population to assist in finding resources, developing relationships, and aid in recruitment
9. Partner with Program Support Specialist to create a distribution plan of all SHBA marketing materials, especially targeting partners affiliated with MMSD and to provide content for newsletters
10. Assist Program Support Specialist to coordinate and train agriculture volunteers as necessary
11. Take the lead to maintain all live plants in UT office spaces by feeding, watering, misting, pruning, and repotting when necessary
12. Effectively communicate orally and via written correspondence by providing all necessary information and follow up to make informed decisions in a timely and accurate manner
13. Foster a collaborative work environment and champion accountability
14. Other duties as assigned