



**FEDERATION OF  
SOUTHERN COOPERATIVES**  
LAND ASSISTANCE FUND

# Outreach Specialist

Federation of Southern Cooperatives/Land Assistance Fund

## Job details

Job type: Full-time

Work Location: In person

## Full job description

### Overview

The Outreach Specialist performs a variety of duties related to outreach, recruitment, education, organizing, and leading FSC/LAF members, potential members, and farmers in programs, projects, and processes that serve to create new cooperatives and/or strengthen existing cooperatives and farmers within the Federation's sphere of influence. The Outreach Specialist is responsible for providing and/or securing relevant resources and technical assistance for socially disadvantaged farmers, ranchers, and Federation members. They are to be knowledgeable of all USDA programs and services and must understand all aspects of proposals, especially the deliverables therein. The Outreach Specialist's driving mission is to proliferate and advance cooperative development for FSC members, farmers, and cooperatives.

This employee will be responsible for working closely with non-members, members, staff (local and regional), and the State Coordinator. Working with the State Coordinator, the Outreach Specialist will develop goals, objectives, strategies, and timelines for FSC members, farmers, and ranchers. He/she will execute all required duties with a high degree of professionalism, consistency, promptness, and integrity. The Outreach Specialist will work under the supervision of the State Coordinator; he/she must also have the ability to self-direct their work. This position requires a commitment to social and economic justice as well as experience working in grassroots communities in the South.

One of the primary goals is to strengthen cooperatives and farmers in southwest Georgia by assisting them to retain their land and transfer it to other family members; assist them to improve the net income they derive from their relatively small farms and become more viable through technical assistance in farm management, marketing, alternative crops and methods, and value-added enterprises, enabling them to increase earnings and position themselves for future success as they acquire the resources to make their farms sustainable by increasing participation in USDA programs.

### **Duties**

- Identify and provide technical assistance to FSC membership/farmers and ranchers.
- Complete a case profile on each FSC member/farmer.
- Prepares weekly, monthly, bi-monthly, annual, and other reports related to programs for which he/she is responsible.
- Weekly site/farm visits.
- Responsible for assisting in the development of strategic plans, farm business plans, and feasibility studies.
- Complete a detailed site visit report after each visit.
- Assist farmers & FSC membership with alternative crop production & marketing.
- Maintain an updated file on each FSC member, farmer/rancher; recordkeeping is imperative.
- Complete and submit a daily, weekly, bi-monthly, and monthly activities/progress report to the State Coordinator.
- Complete surveys, need assessment, and other pertinent data on members.
- Seek resources through the USDA, extension service, private, and other sources.
- Assist members/farmers and FSC participants in applying for the GATE (Georgia Agriculture Tax Exempt) cards.
- Reliable form of transportation; travel is a must.
- Report to FSC/LAF Georgia State Coordinator.

### **Proficiencies and qualifications:**

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