



Hoosier Uplands Economic Development Corporation

Indiana AgVETS Coordinator

Position Title: *AgVETS Coordinator*
Department: *Health, Education and Aging*
FTE: *25-35 hours/week*
Reports to: *Health, Education and Aging Director*

OVERVIEW

This position will coordinate the AgVETS program that focuses on promoting resources and internships for Veterans interested in pursuing a career in agriculture.

QUALIFICATIONS

1. High school diploma or equivalent
2. Adaptability for program scheduling
3. Valid Driver's license, reliable transportation with minimal liability insurance
4. Knowledge in community resources, organizations and creative avenues to help meet the client's need

SKILLS:

1. Good written and verbal communication skills
2. General computer technology skills
3. Capable of networking in an effort to meet your client's needs
4. Problem solving
5. Organizational Skills
6. Time Management Skills
7. Completion of program data input and reporting

RESPONSIBILITIES:

1. Coordinating program placements for clients
2. Representing the program at local, state and national events
3. Program data collection and reporting
4. Communicating with partners
5. Networking and partnering with community organizations