



Job Title: Program Coordinator, Full-time

Compensation: Hourly rate dependent upon experience; \$18-23

Office Hours of Operation: Monday – Thursday 7:30 AM – 4 PM, Friday's remote

The Yuba-Sutter Farm Bureau (YSFB) is a non-profit, non-governmental, grassroots organization that advocates for farmers and ranchers who live and/or work in Yuba and Sutter Counties. YSFB is one of 54 county farm bureaus within that state. It is run independently and directed by the governing board.

About the Job

YSFB is seeking a motivated and organized Program and Communications Coordinator to support the daily operations and community engagement efforts of our organization. This position plays a vital role in coordinating Farm Bureau events and programs, managing social media and communications, overseeing office organization and supplies, and supporting member outreach. This person reports to the Executive Director.

Key Responsibilities

Event Coordination

Plan, organize, and execute Farm Bureau events and educational programs, including:

- Spring Fling Fundraiser – annual fundraising event supporting Farm Bureau programs.
- Farm Day – hands-on agricultural education event for local students.
- AgVentures at the Fair – agriculture awareness exhibit during the Yuba-Sutter Fair.
- Spray Safe – safety training event for agricultural applicators and growers.

Duties include:

- Coordinating event logistics such as venues, catering, vendors, volunteers, and registration.
- Managing event promotion, communications, and social media outreach.
- Coordinating sponsorship and donor recognition efforts.
- Leading setup, on-site coordination, and post-event follow-up.

Communications & Publications

- Manage and create content for Yuba-Sutter Farm Bureau's social media platforms, website, and email communications.
- Coordinate and publish the monthly *Crop Talk* magazine, including gathering articles, member updates, photos, and advertisements.
- Capture photos and write stories that highlight local agriculture, member achievements, and Farm Bureau initiatives.
- Ensure consistent branding and messaging across all communication channels.

Office & Administrative Support

- Aid in everyday office practice, such as answering phones and member/public walk-ins.
- Maintain inventory and order office supplies, promotional materials, and event items.
- Support membership renewals, mailings, and general correspondence.
- Maintain organized office systems, files, and records.
- Provide administrative support to the Executive Director, Board of Directors, and committees as needed.
- Other duties as assigned.

Butte-Yuba-Sutter Water Quality Coalition and Placer-Nevada-South Sutter-North Sacramento Sub watershed Group Program Support

- Aid growers in properly completing forms required by the Irrigation Lands Regulatory Program.
- Enter data from grower forms and surveys.

Qualifications

- Bachelor's degree in communications, public relations, agriculture or a related field.
- Passionate Self Starter.
- Able to work independently as well as part of a small team.
- Strong organizational skills with the ability to manage multiple projects at once.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office, Canva, and social media platforms.
- Experience in event planning, communications, or office administration is preferred.
- Familiarity with agriculture or nonprofit organizations is a plus.
- Reliable transportation.
- Valid California driver's license.

Compensation and Benefits

- \$18-22 per hour based on experience.
- Health benefits
- Paid holidays, vacation, and sick leave.
- Opportunities for professional development and involvement in local agriculture programs.

Application:

To apply, please submit the following items to ysfb@ysfarmbureau.com.

- Cover letter
- Resume
- 3 References (include phone and/or email for each reference)

For questions regarding this posting, please contact: Stephanie Younger, Executive Director