



305 Roselawn Ave E ▪ Suite 200 ▪ St. Paul, MN 55117

Phone: (651) 639-1223 ▪ [www.mfu.org](http://www.mfu.org)

## Minnesota Farmers Union Camp and Education Director

### Organization Summary

Minnesota Farmers Union (MFU) is a progressive, grassroots membership organization that supports family farmers and rural communities. Grounded in the values of education, cooperation, and legislation, MFU works at the county, state, national, and international levels to promote economically viable family farms, strengthen rural communities, support new and beginning farmers, and ensure the voices of family farmers are heard by policymakers.

### Position Summary

The Education Director leads MFU's education and youth programming, overseeing a wide-ranging portfolio that includes youth and adult education, summer camps, leadership development, scholarships, grants, and key partnerships. This role requires strong project management, relationship-building, and organizational skills, as well as the ability to manage complex programs with seasonal intensity.

The Education Director supervises all aspects of MFU's youth summer camps and day camps; administers the Youth Advisory Council (YAC) and new member education programming; manages education-related grants and scholarships; and serves as a primary liaison to partner organizations such as FFA, 4-H, and cooperative groups. The position also plays a central role in MFU's annual State Convention and statewide education initiatives.

### Primary Responsibilities

#### Youth Camps & Educational Programming

- Oversee all planning, staffing, operations, and evaluation for MFU's residential summer camps, day camps, and All-States programs
- Manage camp registration systems, databases, communications, transportation logistics, housing, food coordination, supplies, and on-site operations
- Recruit, hire, train, and supervise camp counselors, interns, cooks, and seasonal staff
- Maintain and update camp policies, handbooks, safety protocols, and compliance requirements
- Coordinate camp promotion and outreach in collaboration with the Communications Department
- Manage post-camp evaluations, reporting, and data tracking

#### Youth Leadership & Member Education



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- Serve as staff facilitator for the Youth Advisory Council (YAC), including communications, meetings, and convention activities
- Administer new member education programming, including publicity, application review, participant selection, curriculum planning, and multi-session delivery
- Develop and support new member engagement initiatives
- Plan and support adult education programming, conferences, and cooperative education events

### **Scholarships & Grants**

- Administer state and county collegiate scholarships, including application processes, selection coordination, award notifications, and payments
- Prepare, submit, manage, and report on education-related grants, including cooperative grants
- Track budgets, financial documentation, and required grant reporting timelines
- Research and pursue new grant opportunities aligned with MFU's education mission

### **Communications & Outreach**

- Work closely with the Communications Department to develop promotional materials, email campaigns, press releases, articles, and digital content
- Support storytelling and outreach through Minnesota Agriculture, webinars and video projects.
- Coordinate communications related to camps, scholarships, conventions, and education initiatives

### **Convention & Organizational Support**

- Lead education-related planning for the MFU State Convention, including YAC, Torchbearers Awards, childcare, and education meetings
- Serve as staff liaison to the Membership Education Committee and facilitate regular meetings
- Support county conventions and statewide outreach as requested

### **Qualifications & Experience**

- Exceptional organizational, communication, and project management skills
- Demonstrated ability to manage multiple complex projects with overlapping deadlines
- Experience with youth programming, education administration, or nonprofit program management
- Grant writing, financial tracking, and program evaluation experience preferred
- Ability and willingness to work with college-age students and young adults
- Experience recruiting, hiring, and supervising staff



- Proficiency with Microsoft Office, databases, and online registration platforms
- Strong commitment to family farming, cooperative values, and rural communities
- Bachelor's degree in education, agriculture, nonprofit management, or a related field preferred

## **Compensation & Schedule**

Salary commensurate with experience, **\$55,000–\$70,000**. Full-time, Monday–Friday, 8:30 a.m.–4:30 p.m., with flexibility required for evening, weekend, travel, and seasonal responsibilities, including approximately five weeks of overnight youth camps in June and July.

## **Benefits**

Minnesota Farmers Union offers a comprehensive benefits package, including:

- **Medical Insurance:** Base plan: 100% employer-paid employee premiums; 50% dependent coverage (four plan options).
- **Dental Insurance:** 100% employer-paid employee premiums; 50% dependent coverage.
- **Life Insurance:** Employer-paid coverage equal to 100% of salary.
- **Long-Term Disability:** 100% employer paid.
- **Minnesota Paid Family and Medical Leave:** Minnesota Farmers Union participates in Minnesota's Paid Family and Medical Leave program, which provides partial wage replacement and job protections for qualifying medical and family-related leaves, including personal medical needs, bonding with a new child, caregiving, military family leave, and safety-related leave. Eligible employees may apply directly through the State of Minnesota, which determines eligibility and pays benefits. MFU pays 50% of the required payroll premiums.
- **401(k):** MFU contributes 3% of salary regardless of employee contribution.
- **Paid Time Off:**
  - Vacation: 10 days (years 1–2), 15 days (years 3–9), 20 days (after 10 years); front-loaded annually.
  - Earned Sick and Safe Time: 1 hour per 30 hours worked (up to 80 hours).
- **Holidays:** Approximately 24 paid holidays annually; summer Friday early closures.

## **How to Apply**

Submit a PDF cover letter, resume, and three professional references to [glen@mfu.org](mailto:glen@mfu.org). No phone calls or office visits, please.