

PROGRAM COORDINATOR Position Description (Part-time)

Job Posting Overview:

The Kentucky Association of Meat Processors (KAMP) is seeking a Program coordinator to serve the association members and organization. This position will support the Master Butcher (training program) and is a part-time position.

Work will primarily be conducted remotely but availability for scheduled meetings and events will require in person attendance.

Job Description/Responsibilities: This is an administrative position. The Program Coordinator shall assist in developing, assess needs, and implement training programs. This position will maintain records of facility training, scheduling of the Master Butcher for training.

- Contribute to the development of training material.
- Assist in development of a certification process for trainees.
- Coordinate with other training programs, universities/colleges, educators, and trainers/instructors to develop and implement training programs to serve meat processors
- Maintain financial records for the training program including expenses related to all travel and income
- Assist in travel planning and booking
- Some travel may be required
- Other duties as assigned.

Position will report to the KAMP Executive Director and Board of Directors

Qualifications: Ideal candidates will have strong organizational skills.

Minimum of an Associate's degree is preferred. Background in meat processing or agriculture is preferred.

- Candidate should have 1 year experience in an administrative/support role.
- Knowledge of Microsoft products (Word, Excel, etc)
- 1 year minimum of record and bookkeeping skills
- Strong communication skills
- Attention to detail and self-motivated

Compensation: Compensation will be competitive to like positions and dependent on the

successful candidate's experience. **Application:** Applicants must send cover letter, resume, and list of 3 references to Jennifer Hardin at jennifer@kymeatprocessors.org. Review of applications will begin immediately. **The application period will close May 22, 2024.**

This is a 2-year grant program.

Funding for this program provided by:

