



Job Title: VCAILG Membership Coordinator

Reports to: Chief Executive Officer

FLSA Status: Non-Exempt

PT/FT Status: Full Time

Rate: \$20-\$30 Lower to mid-range candidates will have some experience and transferrable skills; outstanding high-range candidates will have extensive experience and education in relevant majors. Role includes premium health insurance, vision and dental insurance, 401K.

Summary

Connect with farmers all over Ventura County in this role! Our perfect candidate loves to teach others, guide, and make sure that all the t's are crossed and i's are dotted. The coordinator will be on the frontlines of helping farmers comply with the LA Regional Water Quality Control Board waste discharge requirements. For farmers this means upskilling on irrigation and nitrogen management as well as making changes to their fields for storm water run-off. The VCAILG Membership Coordinator plays a vital role in the Farm Bureau of Ventura County by overseeing outreach efforts and maintaining membership records for the Ventura County Agricultural Irrigated Lands Group (VCAILG). This position is responsible for providing exemplary customer service, assisting members with regulatory compliance and reporting, and supporting program administration.

To apply

Please send your resume and cover letter to Maureen@FarmBureauVC.com

Essential Duties and Responsibilities

- Provide front-line customer service for office phones and walk-in visitors.
- Serve as the primary point of contact for landowner and grower members of VCAILG.
- Become resident expert on VCAILG data management system including member profiles, backend administrative functions, and participate in process improvements with developers.
- Assist members with VCAILG data management system.
- Attend workshops and other meetings to assist with registration, share expertise on VCAILG data management system, and to record VCAILG member participation in required educational activities.
- Diligently resolve landowner and grower member questions and coordinate with consultants and regulatory staff to resolve member compliance issues.
- Report regularly to Water Program Director on issue resolution for members and data management QC.

- Maintain accurate membership records in the database, including parcel details, ownership information, and compliance data, and process membership record changes as requested by members. Conduct regular QC on data management site.
- Assist grower members with data submittal for Irrigation and Nutrient Management Reports and provide program-related support as needed.
- Demonstrate familiarity with key programmatic documents and regulatory programs, such as VCAILG participation agreement, *Waste Discharge Requirements for Discharges from Irrigated Agricultural Lands Within the Los Angeles Region*, and Total Maximum Daily Loads, and explain them to members as needed.
- Assist in VCAILG billing as needed.
- Assist in preparation of reports and presentations as needed.
- Perform other duties and responsibilities as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education and Experience

High school diploma or equivalent; additional education or training in agriculture or environmental science fields is preferred.

Additional preferences: Previous experience in customer service or administrative support roles and familiarity with agricultural practices and regulatory compliance. Coursework in environmental science, data management, or crop science.

Language Skills

Ability to effectively present information and respond to questions from consultants, members, vendors, regulatory staff, elected officials and the general public.

Bilingual English/Spanish strongly preferred.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts such as fractions, percentage, ratios and proportions to practical situations.

Computer skills

High level proficiency with database management, standard word processing, spreadsheet, e-mail and presentation software, such as Microsoft's Office suite. Ability to perform effective online research using common Web browsers, such as Chrome or Edge.

Reasoning Ability

Ability to define problems, collect data, establish facts and draw valid conclusions.

Interpersonal skills

Ability to work closely and collaboratively with regulatory staff, consultants, industry groups, landowners and farm managers. Able to deal politely and effectively with members seeking help solving problems or requesting information, whether by phone or in person.

Willingness to Learn

Interest in developing new skills and approaching familiar tasks with an approach of continuous improvement.

Customer Focus and Team Player

Enthusiasm for working with others to ensure team and membership success. Ability to focus on tedious or routine tasks necessary to ensure team success and maintain a positive and friendly attitude. Ability to work independently and collaboratively.

Certificates, Licenses and Registrations

Valid California driver's license and clean driving record.