

<b>Job Title</b>	<b>Educational Assistant</b>		
<b>Location</b>	<b>Location: Merville, IA</b>	<b>Travel Required:</b>	Travel Required
<b>Start Date</b>	<b>August 2023</b>	<b>Position Type:</b>	Part time or Full- time available

**Applications Accepted By:**

**EMAIL:**

Shirley Schroeder, SAITC Board President  
Tonyshirley4@gmail.com

**MAIL:**

Shirley Schroeder  
SAITC Board President  
37969 230<sup>th</sup> Street  
LeMars, Iowa 51031

**Job Description**

- Assist director in creating and implementing Iowa standard-based agriculture lessons to 2<sup>nd</sup> and 4<sup>th</sup> grade classes in our 7-county service area in northwest Iowa.
- Schedule and facilitate monthly classroom enrichment visits in a portion of the 185 classrooms we visit in service area.
- Assist in office operations related to finances, donor relationships, and enrichment visit management.
- Assist in coordination summer educational workshops and lessons promoting agricultural literacy. The amount of work time expected in the summer is negotiable.
- Speak to related groups on behalf of SAITC as needed
- Attend quarterly board meeting
- Emphasize a positive attitude toward agriculture.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Passion for and knowledge of agriculture. Preference given to applicants with college degree in agriculture or education.
- Experience with youth instruction
- Agriculture experience/exposure
- Detail- oriented
- Organizational skills
- Ability to write/deliver standards-based lesson plans
- Time management
- Oral and written communications skills
- Regular and punctual attendance

**ADDITIONAL NOTES**

- Agree milage will be paid for work-related miles
- Computer will be furnished
- Reliable personal transportation required
- Occasional work on evenings and weekends
- Position reports directly to the SAITC Director and SAITC Board of Directors