



POSITION TITLE: AgriBusiness Planning & Analysis Coordinator

BEGINNING DATE: Mutually agreed upon 2022 date

QUALIFICATIONS: Hold a high school diploma or higher required. Relevant postsecondary certification or associates degree preferred. Minimum of 3 years related experience required. Proficient skills with computers/programs and verbal & written communication. Demonstrates an understanding of teaching and learning of the adult Agriculture population. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

JOB DESCRIPTION: The part-time position is responsible to aid with supplies, curriculum, (Quick Books and related programs), annual cost analysis, coordination of special-interest speakers/programs @ WCCC, current Federal tax reporting, and visitation to on-farm sites.

COMPENSATION: \$20/hour, up to 30 hours per week, maximum 800 hours per fiscal year.

DEADLINE: Until filled.

CONTACT: Qualified, interested applicants should send a resume, cover letter and a copy of your certification to applicant@thecareercenter.net.

Anthony Huffman, Adult Technical Director
Washington County Career Center
21740 State Route 676
Marietta, OH 45750
(740) 373-2766 X 2010

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