

AgCorps AmeriCorps Member Position Description



AgCorps Mission:

To serve Montana communities by providing Ag literacy and environmental stewardship education to create resilient, healthy, and engaged communities under the Big Sky.



Service Location	302 North Roberts St. Helena, MT 59601
Supervisor Information	Sam Blomquist, Food and Agriculture Development Specialist
Term of Service	Term of Service will be from January to November. Members are expected to serve 40 hours/week. Typical serving times are Monday-Friday 8:00AM-4:30PM.

About AmeriCorps:

AmeriCorps is the federal agency for national service and volunteerism. The AmeriCorps mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps continuously tackles the nation's most pressing challenges by getting things done for America.

Purpose:

AgCorps is a state AmeriCorps program administered by the Montana Department of Agriculture. AgCorps aims to improve the capacity of partner organizations to meet their mission, grow collaborations, provide effective programming, and create resilient, healthy, safe, and engaged communities in Montana. AgCorps is designed to serve rural and underfunded communities in Montana that require more accessibility to Ag literacy materials.

Location:

The Montana Department of Agriculture is a state department that operates more than 30 programs across the state. Some of those programs and topics include Adopt-A-Trailhead, Farmer's Market, Beekeeping, Noxious Weeds and Pest Management. The three main divisions of the department are the Agricultural Development Division, the Agricultural Sciences Division, and the Central Services Division. For more information on the department, visit www.agr.mt.gov.

With a population of a little over 33,000, Helena is a beautiful capital city with a small-town feel. Montana has something to offer everyone, whether you are into biking, boating, skiing or just exploring the outdoors. There are countless activities to enjoy right outside your door including the state's oldest farmer's market, tours of the famous mansion district and multiple festivals throughout the year. Helena is surrounded by several mountain ranges including the Big Belts, Elkhorns, the Boulders, and numerous rivers and streams including the Blue-Ribbon section of the Missouri River.

Service Position Summary:

The Agriculture Development programs at the Montana Department of Agriculture aim to help producers and businesses scale, develop new products and processes, and access and develop new markets for Montana's food and ag products through the deployment of technical assistance, capital investments, and targeted market development activities. The Montana Food and Agriculture Development Center (FADC) Network, a program of MDA, helps Montanans start, grow, and strengthen businesses in food, agriculture, and renewable energy. With Centers located across the state, FADC centers work directly with entrepreneurs, producers, and community-based businesses.

The AgCorps member will support outreach and education activities related to the Department's Agriculture Development programs and the FADC Network. This will include meeting with stakeholders, gathering, analyzing, and disseminating data, and working with program vendors and users to identify new opportunities for growth.

This position will be in the field and on the road about 25% of the time. The remaining 75% will be conducted in a typical office environment. Transportation or mileage reimbursement for program activities, Per diem, and hotel fees will be provided as funding permits.

Essential Functions and responsibilities:

- Build and sustain strong relationships across stakeholder groups to support collaboration.
- Coordinate with producers, partners, vendors, and other stakeholders to support program outreach and engagement.
- Execute a structured timeline for program activities.
- Schedule, organize, and facilitate both virtual and in-person meetings.
- Draft clear communications, including updates, reminders, meeting summaries.
- Maintain shared resource hubs, folders, or portals used by partners.
- Assist with evaluation, data collection, and reporting requirements for program initiatives.
- Track commitments, timelines, and deliverables across partners and projects.
- Prepare progress updates for leadership, partners, and stakeholders.
- Manage scheduling tools, meeting platforms, shared folders, and other administrative systems necessary for smooth program execution.
- Assist in developing a marketing strategy to promote the opportunities offered by MDA
- Help maintain a database of stakeholders for MDA programs.
- Adhere to program policies and procedures
- Demonstrate the ability to balance service activities
- Demonstrate professional behavior and use of appropriate language
- Demonstrate the ability to be flexible and serve cooperatively
- Demonstrate the ability to communicate effectively and resolve conflicts
- Attendance to mandatory trainings (Orientation, Symposium, mid-service training and end of service training)
- Participation in evaluation and reporting (monthly reporting, bi-weekly timesheet submission and monthly check-in calls)

The Montana AgCorps Program, under the Montana Department of Agriculture, does not discriminate based on race, color, national origin, religion, sex, sexual orientation, or any other discrimination not based on merit or qualifications.

Knowledge, Skills, and Abilities Required:

- Able to travel independently; valid driver's license required
- Public speaking and basic writing skills
- Experience with Canva, Squarespace, Google Drive, or Mailchimp (or willing to learn)
- Clear and confident communicator; ability to interact with community members of all demographics
- Interest in agriculture, community development and project management
- Understanding or willingness to learn how agriculture plays an important role in Montana
- Strong organizational skills and attention to detail

AmeriCorps Program Benefits:

- Members receive a living allowance to cover basic expenses while serving
- Upon successful completion of service, members receive an education award based on position length
- While serving, members may qualify for student loan forbearance
- A monthly housing allowance if eligible (must be renting or have mortgage payments)
- Healthcare and Childcare assistance are available
- Other benefits include being part of an incredible community, being surrounded by professionals in multiple fields, and job shadowing opportunities
- AmeriCorps alumni benefits include access to nationwide alumni network, many career resources, access to AmeriCorps alumni emails and updates

AmeriCorps Service minimum Requirements:

- Must be 18+ at the beginning of service
- College graduate preferred
- Be a citizen, national, or lawful permanent resident alien
- Satisfy the National Service Criminal History Check eligibility criteria

For more information, please Contact:

Amanda Coyle: AgCorps Program Coordinator
(406) 444-7819
Amanda.Coyle@mt.gov

To Apply

Visit <https://my.americorps.gov>

* All positions are contingent upon a successful background check and continued CNCS grant funding

* Reasonable accommodations can be made for interviews and if selected, service activities

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