

Coach Job Description

As an Enumerator Coach for the National Association of State Departments of Agriculture (NASDA), you will be responsible for providing a crucial role in serving our agricultural producers by providing reliable, accurate, and objective statistics and information that farmers, ranchers, and rural communities depend on. This position will assist enumerators with quality control and technical questions related to surveys assigned to enumerators. NASDA employees earn competitive pay and enjoy an excellent work culture at an organization with an incredible mission.

ABOUT NASDA

The National Association of State Departments of Agriculture is a nonpartisan, nonprofit association representing the elected and appointed commissioners, secretaries, and directors of the state departments of agriculture. NASDA enhances American food and agriculture communities through policy, partnerships, and public engagement.

We recognize that to achieve our goals, we need employees who are as passionate about agriculture as we are. We strive to create a positive work environment that our employees can be proud of and where they can build their careers.

ABOUT THE POSITION

The Coach reports to the assigned Manager and coordinates a team of up to 20 Enumerators.

The essential functions include but are not limited to:

- Review completed survey forms, questionnaires, and other materials for accuracy and completeness
- Monitor, coach, and continue to train enumerators during data collection
- Communicate with the NASDA Enumerator Manager and NASDA enumerators to achieve successful and efficient data collection
- Complete surveys as needed while managing workload

QUALIFICATIONS

- A high school diploma and one year of college or work experience are required
- Experience in data collection
- Exceptional critical thinking skills. Ability to exercise sound judgment and resolve problems
- Exceptional verbal and written communication skills. Strong presentations skills
- Superior interpersonal and relationship-building skills
- High level of independence in day-to-day tasks
- Self-motivated as well as a team player
- Demonstrated ability to work well in a fast-paced and deadline-oriented work environment
- Willing to learn new duties and technology-related skills as required

WORK SCHEDULE

This is a Part-time, non-exempt remote position working approximately 15-25 hours per week.

Benefits:

- Performance bonuses
- Career development
- Flexibility
- Ability to work remotely

NASDA does not discriminate in employment practices or programs on the basis of race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.