

## **Trainer Job Description**

As a Trainer 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. You will support training activities for enumerators tasked with collecting data on behalf of the National Agriculture Statistics Service (NASS).

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 Trainer reports to the Associate Director and has no direct reports.

The essential functions include but are not limited to:

- Provide technical support and troubleshooting assistance for enumerators' IT equipment and software systems and platforms including iSolved, iHire, and CAPI
- Work as a team member in developing training
- Provide advice, guidance, and counsel to all enumerators
- Provide classroom, phone, and computer-based training
- Collaborate with the Associate Director to identify training needs and develop strategies to address them
- Enforces security regulations to protect statistical data collected; ensures proper maintenance, preservation, and disposal of all official statistical records

### **QUALIFICATIONS**

- A high school diploma and one year of college or work experience are required
- Some knowledge of agriculture and agricultural issues on a national level is desired
- Proficient in using equipment such as iPads and cloud-based data collection and communication systems
- Knowledge of effective training methods and techniques sufficient to oversee and monitor instructional programs
- Exceptional critical thinking skills. Ability to exercise sound judgment and resolve problems
- Exceptional verbal and written communication skills. Strong presentations skills

- Demonstrated ability to work well in a fast-paced and deadline-oriented work environment

**WORK SCHEDULE**

This is a Part-time, non-exempt position working approximately 20-30 hours per week. Position is considered remote.

**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.*