Job Description

Title: Environmental Stewardship & Member Service Representative
Reports to: Member Service & FARM Program Manager
Date: October 7th, 2019
Department: Member Services

Overview:

The Environmental Stewardship & Member Service Representative will be responsible for the implementation of the Environmental Stewardship program with our members, in addition to addressing milk quality, herd management practices and animal well-being.

Essential Job Functions:

- Responsible for launching the Environmental Stewardship program and setting company goals as it relates to producer participation and implementation.
- Responsible for communicating, scheduling and conducting Environmental Stewardship evaluations with our producers to achieve the annual goals set for the Environmental Stewardship program.
- Provide assistance and guidance to our members on how they can work to lower their carbon footprint based off of the findings of the evaluation.
- Provide reporting on our producers’ Carbon Footprint and Green House Gas Emissions and work closely with our Human Resources & Sustainability Manager to create our Annual Sustainability Report.
- Attend training and participate in applicable conferences that relate to the FARM program including Animal Care, Environmental Stewardship and Labor Management.
- Represent First District Association with professionalism along with a strong positive attitude.
- Work directly with our membership to monitor milk quality to enhance profitability and overall health of their herd.
- Work with the Member Service & FARM Program Manager to assure the compliance of the FARM Animal Care Program.
- Cross train in areas that relate to overall herd management, best practices in regards to facility design, employee safety and labor management practices.
- Represent FDA members with government regulatory officials. (State inspectors, Federal Survey Officers etc.)
• Responsible for maintaining food safety and food quality standards and reporting any issues to the Director of Quality Assurance.
• Assist with various promotional activities such as picnics, open houses and conferences.
• Present and educate through presentations at conferences, groups etc.

Job Requirements:

• The Environmental Stewardship & Member Service Representative must have a passion for overall environmental stewardship as well as have a genuine desire to help our producers be successful dairy farmers.
• Must also be well organized, highly self-motivated and have strong communication skills.
• Required to be highly educated on the Environmental Stewardship program and all Members Service functions to speak clearly about the program(s) to our members.
• Preferred to have a strong knowledge and passion for dairy farming, animal care practices and our environment.
• Required to maintain auto insurance limit of $500,000 Combined Single Limit (CSL) on your personnel vehicle used for FDA business. Must provide a Certificate of Insurance from your insurance agent showing proof of coverage. Your vehicle should be maintained in a safe, respectable manner and is recommended to be a medium or larger size. Business mileage will be reimbursed according to FDA’s established policy.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Please submit all resumes by November 8th, 2019.

Resumes can be emailed to Eric Johnson at ejohnson@firstdistrict.com