



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