Job Title: Puerto Rico Dairy Employee Liaison

Hours: 19 hrs/week, flexible schedule

Start date: February 1, 2018

End Date: February 28, 2019 (may be extended)

We are seeking a person, fluent in Spanish and English, who would maintain contact with Puerto Rican employees placed, as part of the MSU Extension Puerto Rico Dairy Project, primarily on Michigan dairy farms. The successful candidate would help with the transition of these employees to project farms, and support employee development.

Project Goals:

* Successful employment of individuals from Puerto Rico on Michigan and Ohio dairy farms; as viewed by both the employer and employee.
* 80% Employee retention by one year after placement.

Job responsibilities:

* Assist with translation during interview calls for project farms.
* Contact hired employee via phone before they leave PR to ensure a smooth transition to project farms.
* Visit newly placed employees on farms within 10 days of arrival.
* Maintain positive relationship with project farms.
* Maintain phone contact with newly placed employees once every two weeks for 2 months after placement.
* Encourage and assist employees in taking on-line training.
* Bring any issues to attention of farm owner and project leaders.
* Identify needs of placed employees that can be met to help program succeed.

Required Qualifications:

* Commitment to the success of the program
* Fluent in Spanish and English
* Very good interpersonal and communication skills
* Able to responsibly work independently
* Have reliable transportation to travel to farms
* Basic computer skills

Preferred Qualifications:

* Working knowledge of agriculture

Accountability:

* Report to Project leaders

Compensation:

* $16/hour (including travel time to project farms)
* $0.53/mile (determined by the current MSU rate)
* No phone compensation

For more information or to apply, contact:

Phil Durst

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