

Position Description

Organization: National Farmers Union Foundation
Location: Washington, DC
Position: Grant Administrative and Communications Coordinator
Reports to: FSMA Project Director
Date: October 2018

Overview

Ideal candidate is a skilled mid-level coordinator looking to work on a small team in a fast-paced work environment. He or she would be interested in grants, agriculture, food safety, or membership-based organizations. The coordinator's responsibilities divide into two areas serving the Local Food Safety Collaborative, a Federal grant designed to assist produce farmers. First, administration and programmatic assistance, including the management of 15+ subrecipients, management of a conference calendar, drafting reports for the Federal government, as well as agendas and notetaking for meetings. Coordinator will also have communications responsibilities that consist of managing a WordPress website and the social media for the grant. In addition, the coordinator will develop and execute a blog calendar for the project including the writing, editing, and proofreading of blogs. Limited travel responsibilities available dependent on employee's skill level.

Duties Performed:

Administrative

- Work with Director to monitor a large number of subrecipients on the grant including regular check-in calls.
- Review subrecipient reports and work, asking questions, providing assistance, and sharing feedback in order to draft initial reports for the Federal government both quarterly and annually.
- Develop and manage a variety of trackers for the grant including: reports, conferences, and project deliverables.
- Work with team and subrecipients to apply for workshops at conferences and events related to the project.
- Develop agendas, provide knowledge capture, and share finalized professional notes for a variety of regular meetings that will include subrecipients, the Federal government, and respected industry.
- Administratively support project via expense and invoice submission.

Communications

- Update and manage website ensuring resources are kept up to date, all events are listed, and blogs are posted.
- Develop and manage a blog calendar, writing blogs and also assigning blogs to team, interns, and subrecipients.
- Manage Facebook and Twitter to share information with target audience and promote subrecipient activities.
- Design outreach materials for the grant or subrecipients on an as needed basis.

NOTE: The responsibilities listed are not all-inclusive. Responsibilities may include other duties as assigned.

Preferred Experience/Qualifications:

- 3+ years of professional work experience in grants management, administrative assistance, or communications
- Independent multi-tasker with ability to work under pressure
- Strong organization and attention to detail
- Strong writing skills and ability to adapt writing to different audiences
- Experience with Facebook, Twitter, and WordPress on a professional level
- Minimum Bachelor's Degree, preferred communications, biology, political science, and/or agriculture related majors

Compensation

Salary commensurate with qualifications and experience. Benefit package includes paid health, dental, and vision insurances, paid vacation and holidays, and a generous 401k retirement plan.

Please email a cover letter and resume to employment@nfudc.org with **Grant Administrative and Communications Coordinator** in the subject line. References will be requested if selected for an interview.

Application closing date is Sunday November 25, 2018.