Position/Job Title: Food Safety Grant Coordinator
Reports to: Food Safety Project Manager
Department/Location: Operations Department, Washington D.C.
FLSA: Exempt
Status: Full-Time
Work Schedule: Monday – Friday, 8am – 5pm or 9am – 6pm

POSITION SUMMARY
The Food Safety Grant Coordinator is responsible for supporting the Local Food Safety Collaborative, and other food safety grants of National Farmers Union Foundation. The Coordinator serves as a support staff member on the Food Safety Team. The position coordinates partner communications, material development, and marketing and promotion of food safety training, education, and technical assistance. The Coordinator works closely with the FSMA Training Coordinator and the Education and Outreach Coordinator to accomplish tasks across multiple projects.

PRIMARY RESPONSIBILITIES

- Coordinate grant partner communications including scheduling meetings, facilitating meetings, taking notes, and providing follow up support and connection to FSMA Training Coordinator and the Education and Outreach Coordinator.

- Coordinate material development with internal and external partners, including bringing blog posts, toolkits, webpages, social media posts, PowerPoint presentations, and conference sessions from inception to distribution.

- Develop and maintain communication list(s) of individuals served by project activities.

- Coordinate marketing and promotion of food safety training, education, and technical assistance with Communications Team in newsletters, social media, and partner publications.

- Assist with proposal development and ongoing monitoring of Local Food Safety Collaborative, and other food safety grants of National Farmers Union Foundation.

- Provide Food Safety Project Manager and other team members with regular updates on subrecipient status, particularly on any challenges relating to performance.

- Identify and implement methods to more effectively communicate on Local Food Safety Collaborative, and other food safety grants of National Farmers Union Foundation.

- Attend and support virtual or on-site activities at NFU and NFUF events.
• Assist with marketing of the Local Food Safety Collaborative, and other food safety grants of National Farmers Union Foundation through project dedicated social media and traditional publications.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED
• Excellent listening, verbal and written communication skills
• Strong interpersonal and client service orientation skills
• Strong planning, organizing and prioritization skills. Demonstrated ability to effectively manage projects and tasks with competing deadlines and priorities
• Professional presentation and demeanor. Ability to positively and professionally represent the organization
• Solid judgment and decision-making skills. Ability to analyze, apply critical thinking skills and solve problems
• Self-starter and initiative. Ability to independently manage workload and take ownership for results
• Ability to travel approximately 20%. This includes traveling to national convention annually and to state conventions and conferences as needed

EDUCATION AND EXPERIENCE
• Bachelor’s degree or relevant and equivalent work experience. Additional education is a plus.
• One to three years of experience working in an administrative support role and office environment is a plus.
• Familiarity with agriculture industry and/or issues is a plus.

TECHNICAL SKILLS
• Strong knowledge of Microsoft Office Suite. High level of proficiency in Word, Excel and Outlook
• Skills in Adobe or design-related software is preferred.
• Knowledge or experience with data management is preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or physical requirements. Nothing in this job description restricts management’s rights to assign or reallocate duties and responsibilities to this job at any time. A reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This position is fully funded through grant awards and future employment may be contingent upon receipt of continued funding.

APPLICATION INSTRUCTIONS
Applications must include a cover letter, a short form writing sample that represents training, technical assistance, or education to an external audience and resume. The required document should be emailed to employment@nfudc.org by October 31, 2020. Please add “Food Safety Grant Coordinator Application” in the subject line of the email.