

POSITION DESCRIPTION

Organization: National Farmers Union Foundation
Location: Washington, DC (Preferred)
Position: Food Safety Modernization Act (FSMA) Project Coordinator
Reports to: Director of Government Relations
Date: August 2016

OVERVIEW

The FSMA Project Coordinator is responsible for coordinating the programmatic aspects of the FSMA Local Foods Project at National Farmers Union Foundation, including serving as liaison with partner organizations; assisting in preparation of project proposals, schedules and budget; and monitoring and tracking progress. The Coordinator will have technical expertise on either the legal components of FSMA and/or on other aspects of food safety. The Coordinator will assist in the drafting of resource materials. The position is full-time and the preferred location is in Washington DC. Some domestic travel will be required.

PRINCIPAL ACCOUNTABILITIES

- Work with Project Director, FDA, and other partners to establish a steering committee to oversee the project
- Develop a communication plan for all coordinators and partners, as well as with FDA, USDA, and the FSMA Alliances, including one face-to-face meeting annually
- Monitor progress of project deliverables
- Assist with the drafting of resource documents
- Coordinate with web developer to create national resource for FSMA local food outreach
- Assist with outreach to potential partners as well as individual farmers and processors
- Manage reporting requirements from all partners and collaborators

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

PREFERRED EXPERIENCE/QUALIFICATIONS

- Motivated self-starter with good organizational skills.
- Strong understanding of produce farms, food safety, and/or federal grants.
- Ability to learn and adapt quickly.
- Strong writing skills and ability to adapt writing to different audiences.
- Excellent verbal communication skills.
- Advanced degree in agriculture, food safety, natural resources, or related field
- Agricultural production or extension experience
- Fluency in Spanish

Please email a cover letter and resume to nationalfarmersunion@gmail.com with FSMA Coordinator in the subject line.

Application closing date is September 23, 2016