



Food Safety Project Coordinator

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

POSITION SUMMARY

The Food Safety Project Coordinator’s primary focus is to provide support to the Food Safety Project Manager and ensure the effective execution of National Farmers Union Foundation’s (NFUF) food safety work. The Project Coordinator is responsible for coordinating communications with project partners, facilitating general administrative tasks, and communicating project progress to other team members. This role will also coordinate progress and financial reporting from subrecipients, including the assessment of project activity impact. The Project Coordinator will lead the marketing and promotional efforts of project activities through multi-media outreach, resource development support and dissemination, and other outreach opportunities. This role has some travel requirements, including attending events to represent the project. This is a grant-funded position and continuation is contingent on additional funding.

GENERAL RESPONSIBILITIES

- Administrative
 - Coordinate scheduling, manage facilitation, and lead documentation of regular communications with subrecipients on project activities
 - Facilitate communication among team members to make them aware of project activities/events, partner needs, and issues in need of troubleshooting
 - Manage administration of subrecipient contracts, addendums, budgets and other documentation requirements; support entry of invoices into accounting management system
 - Manage progress and financial reporting and processing from subrecipients with an eye towards continuous improvement
 - Ensure the dissemination and return of qualitative assessments for applicable project activities; synthesize and report on assessment data to support report development
 - Support management of project team workspaces
- Communications
 - Manage production, dissemination, and documentation of project outreach activities including blogs, newsletters, and social media posts; evaluate impact
 - Manage the dissemination of appropriate content to project partner channels for network distribution and support/facilitate partner content creation
 - Facilitate and/or execute any project graphic design needs
 - Manage project resource collation, housing, and dissemination, ensuring appropriate review and funding language requirements
 - Identify and facilitate other outreach opportunities
 - Coordinate with other NFU departments as necessary to strengthen project activity reach/impact and ensure organizational alignment
 - Attend and support virtual or on-site activities at NFU, NFUF, and partner events

The duties listed are not all-inclusive; duties assigned to any individual employee are at the discretion of management.



SKILLS/KNOWLEDGE/ABILITIES REQUIRED

- Ability to successfully manage projects and assignments with competing priorities, deadlines and demands; critical thinking and problem-solving skills
- Exceptional planning, organizing/prioritization, and follow-up skills; outstanding attention to detail
- Interest in continuous learning; ability to learn and acquire new concepts and/or skills quickly
- Strong verbal and written communication as well as listening skills; the ability to adapt to different audiences
- Excellent interpersonal and relationship building skills; ability to work well in a team environment and effectively interact with internal and external stakeholders
- Professional presentation and demeanor; ability to positively and professionally represent the organization at programs and events (may include travel)

MINIMUM QUALIFICATIONS

- Interest in National Farmers Union's mission
- Bachelor's degree or equivalent combination of education and experience
- Excellent organization and time management skills
- Excellent writing and communication skills; ability to communicate effectively with a variety of audiences
- Self-motivated and independent; able to work effectively from a variety of work environments
- Proficiency in office technology tools
- Ability to support a diverse and inclusive work environment, and willingness to work to improve justice, equity, diversity, and inclusion in agriculture

PREFERRED QUALIFICATIONS

- Familiarity with the diverse agriculture landscape in the United States; food safety knowledge a plus
- Demonstrated experience in project management, especially within grants
- Basic understanding of accounting systems and comfortability managing simple budgets and invoice entry
- Demonstrated experience in working with diverse audiences
- Demonstrated experience in communications outreach, social media management, and graphic design/resource development

WORKING CONDITIONS AND/OR PHYSICAL REQUIREMENTS

This position routinely uses standard office equipment such as computers, laptops and smartphones. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Prolonged periods of time using a computer
- Ability to maintain concentration and work performance with frequent disruptions
- Ability to lift up to 20 – 30 pounds of office supplies or materials and/or transport materials used to conduct trainings or outreach at conference exhibit settings
- The work environment may become noisy at times and requires the ability to concentrate and maintain productivity
- Ability to work in a fast-paced work environment
- Ability to travel as needed
- While performing this job the employee is occasionally required to stand, walk, sit, use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, talk or hear



- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

MANAGER/SUPERVISORY RESPONSIBILITIES

This position does not have direct or indirect reports. This position involves limited budgetary influence.

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 reassign 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.

COMPENSATION

The annual salary range for this position is negotiable and commensurate with education and experience. The benefits package includes paid health, dental, and vision insurances; paid vacation and holidays; and a generous 401k retirement plan.

APPLICATION INSTRUCTIONS

Applications must include a cover letter, writing sample, and resume and should be sent to employment@nfudc.org with "Food Safety Project Coordinator" in the subject line.

CLOSING DATE

October 31, 2022