

JOB DESCRIPTION

Title: Bilingual Project Coordinator

FLSA Status: Non-exempt, part-time

Reports to: Senior Facilitator, dotted line to Executive Director

Last Updated: December 2023

POSITION DESCRIPTION

The Bilingual Project Coordinator supports our facilitation team in creating effective change processes with meeting planning (including venue management, catering, audio-visual, and on-site coordination), participant relations (including meeting scheduling, RSVPs, speaker coordination and participant communications), and meeting notes/results. The Coordinator also provides logistics, scheduling, coordination, communications and other support to the Ag Innovations programs staff and the Board of Directors. This position reports directly to a Senior Facilitator, dotted line to the Executive Director.

ESSENTIAL FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without accommodation.

- **Meeting logistics** including securing sites, creating rosters, managing food and beverages, and creation of meeting materials;
- **Participant relations** including scheduling, RSVPs, and routine communications;
- **Process and agenda design support** including attending planning meeting and calls;
- Creating **meeting notes/results documents**;
- Research and data collection including **preparing background presentations**;
- **Project management assistance** (calendar, results tracking, stakeholder and participant communications and tracking, research, materials preparation, collaboration technology tools, operations, etc.);
- **Coordinate virtual and in-person meetings logistics** (venue, food/beverage planning, audio/visual, materials preparation, registrations, travel, presenters and speakers logistics, note taking, etc.);
- **Outreach and communications assistance** (participant communications, website and social media postings, mass email notifications, publicity and outreach support, PowerPoint and other presentations preparation, etc.); and
- Other duties as assigned.

Qualifications

This position is designed for someone who is interested in making community-facing work their focus and would like to develop competency in facilitation. Some of the kinds of relevant experience for a prospective Project Coordinator include:

- Bachelor's degree or equivalent knowledge of research and analysis techniques.
- Minimum of two years of administrative support or project management experience.
- Demonstrated passion for and interest in food systems, agriculture, and/or environment.
- Demonstrated working proficiency in word processing, powerpoint presentations, creating and maintaining spreadsheets (Excel and Google Sheets), group calendaring, social media, project management tools, databases, and basic web editing.
- Applied skills in basic web-based research, analysis and summarization.
- Ability to manage several tasks/projects concurrently, with ease and professionalism.
- Familiarity with file organization and retention, and with customer relationship management (CRM) systems.
- Strong attention to detail, including proofing own work and that of others.
- Ability to focus and complete job duties in a fast-paced, complex environment.
- Ability to communicate professionally, clearly, and concisely, orally and in writing.
- Excellent interpersonal skills, customer service skills.
- Ability to listen, take notes, and produce a set of meeting notes that are clear, organized and can be relied on as a record of the meeting, its conclusions and decisions.
- Experience in conducting outreach and communications is a plus. Must be interested in working directly with the public.
- Event and meeting coordination and planning experience and skills.
- Training or equivalent experience in facilitating meetings is a plus.

Physical Requirements and Work Environment

- Keyboarding on PC for long periods of time
- Some phone usage
- Local and regional travel by car or other means, mostly same-day.
- Indoor work environment in an open setting with minimal noise and distractions.

JOB DESCRIPTION ACKNOWLEDGEMENT

- This job description is subject to change and other functions may be assigned/reassigned at management’s discretion at any time.
- I understand that I am expected to adhere to all company policies.
- I understand that this job description does not represent an employment contract and that my employment relationship is at-will.

I acknowledge that I have received a copy of this job description. It is my responsibility to:

- Read the job description
- Ask questions if I need additional information or clarification regarding items covered in this job description
- Notify and work with management should the need for a reasonable accommodation present itself

Employee Name (printed)

Signature

Date