

Ag Innovations is looking for a Project Coordinator!

Ag Innovations is a 501c3 nonprofit that facilitates systems leadership and collaborative action in California around key issues including agricultural viability, fire and forest resiliency, water stewardship, and food systems. We serve our community by facilitating transformational collaboratives that help leaders think beyond their disciplines and unlock new ideas; and stakeholder engagement, public input, and planning, which helps improve the public plans and policies that allow for a better future.

We are dedicated to serving the public interest by helping people think and work better together to solve the complex issues facing all of us who depend on our natural and working lands.

Job Description

We are looking for a full time Project Coordinator to support 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 will provide 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 or Lead Facilitator, dotted line to the Executive Director.

Ag Innovations values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

TYPE OF WORK THIS PERSON WILL DO

Duties of the Project Coordinator will include but not be limited to the following:

- 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.)
- Other duties as assigned.

OUR CORE VALUES

1. We believe that effective process yields effective collaboration
2. Holistic: We acknowledge and operate in complex systems, and seek to help people understand themselves, each other, and the patterns and systems they operate in.
3. Neutrality: We are solutions-neutral, but process advocates.
4. Humility: We show up every day knowing that we don't have all the answers.
5. Inclusive: We facilitate to raise up voices that can go unheard without the invitation to participate
6. Diverse: We celebrate diversity of background, race, economic status, and perspective by bringing it "into the rooms" that we facilitate.

REQUIREMENTS

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
- 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.
- Event and meeting coordination and planning experience and skills.

DESIRED

- Training or equivalent experience in facilitating meetings a plus.
- Bilingual Spanish English
- Familiarity with Customer Relationship Management Programs, Newsletter programs, and other supportive technology

SALARY RANGE

\$20.00 - \$27.00 per hour commensurate with experience. Position includes health benefits, an employer match for simple-IRA contributions, and professional development.

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.
- This is temporarily a remote position due to COVID-19. Permanently, this position will be based in either Sonoma County, CA or Sacramento, CA, to be considered once shelter-in-place restrictions have lifted.

Each qualified candidate is invited to submit a resume and cover letter explaining why they would be an excellent fit for this position. Please send your resume and cover letter to us at: HR@aginnoventions.org. While open until closed, priority will be given to resumes received by August 23.