

Position Available: Food Co-op Development Specialist

Food Co-op Initiative is a non-profit cooperative development center created to provide encouragement, resources and training to community organizers of new retail food co-ops and buying clubs. We are currently working with nearly 200 active co-op organizing groups. Our work is funded through the Blooming Prairie Foundation and a USDA Rural Cooperative Development Grant. We seek a highly effective and creative individual to work with our Executive Director. The Development Specialist will become involved in all aspects of program development and execution, with particular emphasis on rural cooperatives.

This is a full-time position that requires some extended hours, weekend work, and travel. It is anticipated that the employee will work from a home office and travel, on average, 4-6 days a month to sites across the United States. High-speed internet access and reliable telephone service are required.

The ideal candidate will have many of these attributes or experience:

- Ability to coordinate and complete a variety of on-going and one-time projects while providing support to diverse co-op organizers on an as-needed basis.
- Excellent organizational skills
- Ability to communicate diplomatically and effectively in writing and in person; aptitude for providing constructive criticism
- Intimate familiarity with retail food co-op structures and operations
- Experience with starting, expanding, or major structural changes in food co-ops
- Community development experience
- Teaching, training and writing instructional materials
- Providing technical assistance, facilitating and leading volunteer organizations
- Strong computer skills in Microsoft Office: particularly Word, Excel, PowerPoint and Access.
- Experience and skills in working with a Drupal-based web site
- Ability to read and interpret financial statements and budgets
- Nearly limitless energy, enthusiasm, creativity, idealism and chutzpah; balanced with realism and practicality.

Food Co-op Initiative offers a competitive salary, paid vacation and holidays, medical insurance, a retirement account, on-going training and professional development, support for home office expenses and the chance to meet and interact with some of the finest people in the United States.

Please send a resume, references, writing samples, and any other evidence that you are this person to: stuart@foodcoopinitiative.coop

Applications will be accepted through December 15, 2010. Please send by e-mail only. For more information, see our web site: www.foodcoopinitiative.coop or call Stuart Reid at 507-664-2034.



EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Employer's general policy is not to discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, age, sex (including factors related to pregnancy or child-birth), national origin, ancestry, marital status, disability, membership or non-membership in a labor organization, affectional preference or sexual orientation, status with regard to public assistance, or any other characteristic protected under federal, state or local law. Applicants and employees will be evaluated solely on the basis of their conduct, their compliance with the Employer's policies and legitimate expectations, and their performance. This policy applies to all matters of employment, such as transfers, promotions, demotions, recruitment, training, compensation, and benefits. All employees are expected to follow and support this policy in dealing with applicants, clients, visitors, and fellow employees. Any employee violating this policy may be subject to disciplinary action up to and including suspension without pay and discharge.

If you believe that you have been unlawfully discriminated against, you must bring this to the attention of the Executive Director. If you believe you are being discriminated against or harassed by the Executive Director, you may bring your complaint to the attention of the board president. Employees can bring complaints, ask questions, and raise concerns under this policy without fear of reprisal. All employees are responsible for understanding, adhering to and strictly complying with this policy.

Please return the attached EEOP information form with your application.



Equal Employment Opportunity Form

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Social Security Number: _____

Position Applied for: _____

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- American Indian/Alaskan Asian/Pacific Islander Black/African American
 Hispanic/Latino White/Caucasian Other

Gender

- Female Male

Military Service

- Pre-Vietnam Era Vietnam Era
 Post-Vietnam Era Disabled Veteran

How did you hear about this position?

- Newspaper Company Employee Professional Publication
 Job Fair Placement Office Web Site
 Other _____