



Cooperative Food Empowerment Directive

Program Coordinator Job Description

Position Title: Program Coordinator

Programs: Just Leader Fellow (JLF) & Build, Unlearn, & Decolonize (BUD)

Employment Type: Temporary Part Time (16 hr work week)

Reports to: Education Director

Location: Remote (with 10% domestic travel as needed)

Duration: January 2025 – July 2025

Compensation: \$40 per hour

Start date: January 23, 2025

People of color, women, immigrants, people with disabilities, caregivers, working class and LGBTQ+ people are strongly encouraged to apply.

How to Apply:

To apply, email the following as attached PDFs to admin@cofed.org with subject line "Program Coordinator_Your Name" by Jan 5, 2025.

1. Resume
2. A short (no more than one-page) response to the following:
 - a. What excites you about this role and how does your experience align with this position?
 - b. What role does education play in food and land justice work?
 - c. Include examples of strategies or campaigns you've designed for engaging and successfully recruiting community members, particularly QTBIPOC or marginalized groups.
3. Work sample that gives us a sense of your project coordination skills and connection to food and land work.

After submitting an Application:

The application deadline is Jan 5, 2025 by 11:59pm Eastern Time. You can expect to hear back from us by the second week of January about the status of your application. Interviews will be conducted the week of January 13, 2025.

About CoFED:

CoFED partners with QTBIPOC food and land workers to practice cooperative values and economics through food and land. Our goal is to build the next generation of diverse leaders living in deeper connection with mother earth and each other, through building cooperatives in the food and land systems.

CoFED is a national, fiscally sponsored project of Inquiring Systems, Inc. We currently have 4 full-time team members and a dedicated Advisory Committee.

Position Summary

The Program Coordinator will play a vital role in the successful launch and implementation of the 2025 Just Leader Fellow (JLF) and Build. Unlearn. Decolonize. (BUD) program. The ideal candidate loves paying attention to the details, creating timelines that keep themselves and their team organized, and can proactively problem solve with experience in program coordination, partner communication, and participant engagement. They will support outreach, cohort selection, onboarding, and program facilitation, ensuring alignment with JLF's mission to empower CoFED's next cohort of QTBIPOC leaders.

Other Requirements We'd Love to See:

- Excellent written and verbal communication skills
- Works well under pressure and meets tight deadlines
- Content writing experience
- A working knowledge of WordPress functionality
- Strategic and creative mindset
- Meticulous attention to detail
- A portfolio of work available for review
- Open to generative feedback and collective care
- Results-driven self-starter who can successfully complete projects on time
- Excels working independently and is a natural problem solver
- Detail-oriented and can track own impact/progress
- Punctual and responsive
- Strong technical aptitude (e.g. can work with CRMs, Google Drive, Zoom, and other content delivery platforms)
- Exceptional and influential communicator over email, phone, and video

- Trauma-informed and growth mindset
- Familiar with how race, class, and gender intersect with food and land justice and/or the cooperative and new economy movement
- Working knowledge of cooperative values and economics

KEY RESPONSIBILITIES

This role will carry forward the vision and objectives outlined by the Education Director while they are on parental leave. The Program Coordinator will oversee the outreach and recruitment processes and manage the initial onboarding of the 2025 Just Leader Fellowship cohort. To ensure success in meeting deliverables and deadlines, the Education Director will provide comprehensive support materials, including documents, templates, and guides.

What is JLF?	What is BUD?
<p>JLF is an 8-month fellowship for QTBIPOC land stewards to develop their skills to reshape food and land justice in their communities. This year’s focus will serve fellows who are working on food and land projects that address environmental justice, climate resilience, and regenerative practices.</p> <p>COFED will provide technical assistance, resources, and mentorship to support their climate action projects and goals.</p> <p><u>General 2025 Timeline</u></p> <ul style="list-style-type: none"> ● Marketing and Outreach: January ● Cohort Recruitment: February ● Application Launch & Review: March ● Candidate Interviews: April ● Final Selection & Program Launch: May ● Orientation: last week of May ● Cohort Sessions: June-Dec 	<p>A 5-day immersive experience for QTBIPOC land stewards that unpacks what it means to tend to self, land, and people from a place of liberation in order to radically reimagine our food systems.</p> <p>BUD introduces key elements of building cooperative economics and community through a liberative framework that empowers land stewards with the practical tools and resources needed to deepen their impact and move their work forward.</p> <p><u>General 2025 Timeline</u></p> <ul style="list-style-type: none"> ● Community Partner Selection: May ● Recruitment & Outreach: July ● BUD Experience: September ● Follow Up: September-December

Partner Communication

- Serve as the primary liaison between CoFED and facilitators, guest speakers, and other program contributors.
- Coordinate logistics, provide timely updates, and ensure that all partners are aligned with program objectives.

Outreach

- Develop and implement outreach strategies to promote the JLF and BUD programs, attracting a diverse pool of applicants.
- Create a promotion strategy in collaboration with the Communications Coordinator to connect with existing and new community organizations, networks, and aligned for the promotion of the JLF and BUD application launch
- Collaborate with Communications Coordinator on the creation and distribution of promotional materials across relevant platforms.
- Co-lead virtual outreach events like IG Lives and webinars during recruitment months

JLF Cohort Selection

- Manage the application and selection process for the JLF cohort, ensuring alignment with program goals.
- Coordinate review panels, schedule interviews, and communicate outcomes to applicants.
- Support equity-focused decision-making to create a diverse and inclusive cohort.

Fellows Onboarding

- Carryout design and implementation of a comprehensive onboarding process to orient fellows to the program.
- Organize orientation sessions, including the creation of materials and schedules.
- Facilitate clear communication with fellows regarding expectations, resources, and timelines.

JLF Curriculum Overview

- Review JLF's curriculum and provide suggestions for resources and program structure
- Work with Communications Coordinator to develop slide deck templates
- Support facilitators in delivering engaging and impactful sessions by coordinating resources and logistics.
- Research virtual modalities for delivering and housing content and curriculum

Preferred Qualifications

- Experience: At least 3 years of experience in program coordination, event planning, or educational facilitation.
- Education: Bachelors degree or higher in related field
- Skills: Strong project coordination, communication, and interpersonal skills; ability to work collaboratively in diverse teams.
- Technical Proficiency: Well versed in Google Drive, Microsoft Suites, virtual communication tools (e.g., Zoom, Slack) and project management platforms.
- Mission Alignment: Demonstrated commitment to social justice, equity, and the empowerment of QTBIPOC communities.

We are committed to creating an inclusive and equitable workplace, and we are proud to be an equal opportunity employer. We believe that having staff, interns, contractors, and volunteers with diverse backgrounds enables us to better meet our mission and encourage BIPOC, women, and LGBTQIA+ individuals to apply. We acknowledge that our work to build safe spaces and better systems for traditionally marginalized groups is ongoing and will require constant work towards our collective liberation.

Research shows that women, non-binary folks, parents, disabled folks, immigrants, first-generation folks, and people from historically marginalized and underserved communities often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for the given role. Therefore, if much of this job description describes you, you are highly encouraged to apply for this role.