



**ILLINOIS
AGRI-FOOD
ALLIANCE**

POSITION AVAILABLE Projects and Office Coordinator

Details: full-time, salaried, 12-month contract

Location: Illinois, remote

Deadline: open until filled

OVERVIEW

The Illinois Agri-Food Alliance (ILAFA) seeks a self-driven, energetic, detail-oriented Projects and Office Coordinator to support its ongoing and emerging work as a neutral platform for cross-sector dialogue and systems change. The position will work closely with ILAFA's Board and statewide cross-sector partners and report to the Managing Director.

ESSENTIAL JOB FUNCTIONS

As Projects and Office Coordinator, you will contribute to long-range visioning while coordinating programs and administrative actions that move ILAFA toward its mission and goals. This includes providing both back office and front office support on a range of activities that align with ILAFA's strategic and tactical plans and that ensure timely and outstanding outcomes and systemic impacts. Duties include but are not limited to the following:

- Project management assistance (calendar, results tracking, stakeholder and participant communications and tracking, research and data collection, materials preparation, meeting operations, and report synthesis);
- Coordinate virtual and in-person meetings logistics (venue, food/beverage planning, audio/visual, materials preparation, registrations, travel, presenters and speakers logistics, and note taking);
- Outreach and communications assistance (participant communications, website and social media postings, mass email notifications, publicity and outreach support, PowerPoint and other presentations preparation);
- Maintain organization operating practices, record-keeping systems, personnel, and budgetary requirements, project management processes, and performance standards to design and implement new strategies and/or revise established procedures;
- Track Board Member terms, schedule meetings, prepare materials, and record minutes of board meetings and committee meetings;
- Process and agenda design support including attending planning meetings and calls;
- Manage a customer relationship management (CRM) system;
- Virtual office management, including general administrative and maintenance needs; and,
- Other duties as assigned.

Additional responsibilities in collaboration with the Managing Director and key leadership include:

- Attend meetings in place of the Managing Director, reporting activities and outcomes in detail upon return;
- Form relationships with stakeholders and actively involve them in ILAFA activities;
- Support ILAFA fundraising efforts, including marketing, branding, and development strategies that ensure consistency through the organization and enhance financial support;
- Support programmatic and organizational budget management;
- Develop procedures to familiarize stakeholders with collaboration technology tools (e.g. Slack, Kumo, Miro, Mural, Zoom, etc).

QUALIFICATIONS

The Illinois Agri-Food Alliance seeks a candidate with the appropriate experience for supporting non-profit organizations and a demonstrated passion for and interest in food, agriculture, and/or environment systems. Some relevant experiences for the Coordinator include:

- Minimum of 3 years office administration and/or project management experience;
- Event and meeting coordination and planning experience and skills;
- Experience working with senior managers and diverse external partners;
- Ability to communicate professionally, clearly, and concisely, orally and in writing.
- Ability to work independently with excellent judgment and creative problem-solving skills;
- Ability to manage several tasks/projects concurrently, with ease and professionalism;
- Flexibility to respond to shifting priorities in a complex and evolving environment;
- 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;
- Strong attention to detail, including proofing own work and that of others;
- Skilled with MS Office (esp. Word, Excel, and PowerPoint), scheduling, social media, and email applications;
- Familiarity with file organization and retention, and with customer relationship management (CRM) systems;
- Applied skills in basic web-based research, analysis, and summarization;
- Experience with web editing, project management, and collaboration tools a plus;
- Training or equivalent experience in facilitating meetings and/or systems thinking a plus.

WORK ENVIRONMENT

As a statewide organization, ILAFA maintains a flexible work environment in lieu of a permanent office location. The Projects and Office Coordinator will work remotely with periodic travel on an as-needed basis, most frequently but not limited to Northeast and Central Illinois.

COMPENSATION RANGE

Annual salary \$45,000 to \$55,000 (based on education and experience), flexible paid vacation/sick days, and 50% coverage of premium payments if enrolled in ILAFA's health insurance plan.

TO APPLY

This position is a full-time, salaried position contracted for one year, with possibility for renewal. Please submit your resume and cover letter to jobs@ilagrifood.org. The cover letter should demonstrate your understanding of the role and how your skills and experience will enable you to thrive and deliver in this role for the Illinois Agri-Food Alliance. The position will remain open until filled. Prompt application is encouraged.

ABOUT THE ALLIANCE

The Illinois Agri-Food Alliance is dedicated to building an integrated, innovative, and transformative agri-food system. As a neutral, third-party catalyst, the Alliance convenes cross-sector partners to connect talent, share insight, align strategic priorities, spark innovation, improve inter-organizational coordination, accelerate growth, increase visibility, and build trust. It views these ingredients as essential to driving forward-thinking solutions to meet the most pressing economic, environmental, and societal challenges of today and tomorrow.

The Illinois Agri-Food Alliance is a project of [Global Philanthropy Partnership \(GPP\)](#), a 501(c)3 fiscal sponsor. This position will be an at-will employee of GPP.

GPP is an Equal Opportunity Employer. GPP is committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law. The Illinois Agri-Food Alliance is committed to supporting a healthy and inclusive working environment. This includes building a diverse staff while advancing equity and inclusion goals throughout our network.