



COOPERATIVE DEVELOPMENT INSTITUTE

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Administrative Coordinator (Northeast)

Reports To: NEROC Program Director with day-to-day direction from NEROC State Managers. This position has no supervisory responsibilities. FLSA Status: Non-exempt.

Salary and Hours: \$17-20/hour based on experience. Position can be full-time (40 hours/week) or part-time based on applicants. Paid time off (3 weeks vacation, increasing to 4 weeks after two years' tenure, plus 8 paid holidays/year). Health benefits. Family and Medical Leave. Mileage reimbursement at the IRS rate. Ability to contribute to a retirement plan.

About The Cooperative Development Institute (CDI)

The Cooperative Development Institute (CDI, www.cdi.coop) is the Northeast's Center for cooperative business education, training, and technical assistance. CDI was founded in 1994 by cooperative leaders across industry sectors to build a cooperative economy in the Northeast.

Our mission is to work with people in the Northeast to create cooperative businesses, housing and networks that grow a prosperous, equitable economy. We envision a democratically-owned and just economy where everyone can fulfill their needs and aspirations.

CDI works to support, advise, and provide technical assistance to all sorts of cooperatives in the Northeast. See our website for more!

CDI is a virtually based 501(c)3 non-profit. CDI employees enjoy their jobs and appreciate the flexibility of working from home, the commitment to continuous learning, and the interesting and varied work. Because our organization is transparent, accountable, and participatory, our staff's ideas and opinions count. We are committed to maintaining this as a priority.

General Statement of Duties

This position is critical for the smooth operations of the [NEROC program](#). The Administrative Coordinator assists the work of the NEROC team, in ways that include: supporting acquisitions staff, managing database and reporting activities, coordinating events, and covering general administrative needs as they arise. While most work will be performed from a home office, we expect the Administrative Coordinator to be present at client and organizational events in our region.

Examples of duties:

General operations

- Organize and update documents in file management software; enter data in database and generate reports

THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the base of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (voice and TDD).

- Help staff navigate these platforms
- Create compliance deadline calendars for each client community
- Manage vendor paperwork; bill clients for specific project work by staff
- Coordinate onboarding logistics for new staff

Client support

- Coordinate purchase of tech packages and vendor services for communities
- Help client communities access and use file management software, and marketing and networking websites with provided templates
- Organize the production of print materials

Acquisitions support

- Support this intense phase of work with meeting logistics, data entry, document management and production, and client and vendor relations.

Event coordination

- Coordinate trainings etc.: reserve venues, coordinate registration and food, prepare materials, solicit underwriting, attend to manage the logistics.
- Work with CDI staff to update website calendar with events and photos/videos

Position Requirements:

- Strong analytical and organizational skills, attention to detail
- Excellent customer service and professional judgment
- Ability to multitask efficiently
- Superior communication skills (verbal and written)
- Ability to work well both in a team and independently
- Valid driver's license, reliable transportation, and vehicle insurance within 3 months of hire

Qualifications and characteristics:

- Experience in administrative support, customer relations, or similar relational work preferred
- Ability to work well in a virtual environment
- Comfort with learning and adapting

- Integrity and kindness

In accordance with Federal law, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. CDI is an equal opportunity employer and service provider.

We promote economic prosperity for all through our work with our clients, our hiring practices, and our vigorous commitment to cooperative principles. We strive daily to acknowledge and eliminate all forms of oppression. By examining bias within ourselves and our organization, we work mindfully to make our board and staff more inclusive. We actively fight against racism, classism, gender inequality and all efforts to marginalize anyone. The nature of our work engages us directly with the working poor, the educationally disadvantaged, the elderly, immigrants and refugees. It is our goal to see all of our clients prosper within the cooperative movement.

We welcome applicants from underrepresented identities, and those who have a commitment and track record of bringing an inclusive and equitable approach to their work.

Please submit a cover letter, resume, and three references to info@cdi.coop. The deadline for applications is February 7, 2020.