



# COOPERATIVE DEVELOPMENT INSTITUTE

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## Assistant Project Manager, New England Cooperative Business Services

Do you want to help workers build wealth through ownership and gain a sense of hope and control over their future? Do you want to help farmers, fishermen and other food producers build a sustainable, resilient, locally controlled food system? Do you want to help preserve and grow jobs, businesses, and quality food systems throughout New England? The Cooperative Development Institute is looking for an exceptionally well organized, task-oriented person with strong database and administration skills to assist in managing multiple projects across our Cooperative Business Programs - Cooperative Business Services, Business Ownership Solutions and Cooperative Food Systems. **Interested candidates should provide a cover letter, resume and three references [using this webform](#) by November 5, 2020 (deadline extended).**

### **About The Cooperative Development Institute (CDI):**

The Cooperative Development Institute (CDI, [www.cdi.coop](http://www.cdi.coop)) is the Northeast's Center for cooperative business education, training, technical assistance, research and advocacy. CDI was founded in 1994 by cooperative leaders across industry sectors with a mission to build a cooperative economy in the Northeast through the creation and development of successful cooperative enterprises and networks in diverse communities in New England and New York.

Our mission is to work with people in the Northeast to create cooperative businesses 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. [Cooperative Business Services](#) (CBS) supports the research and development of cooperatives in many sectors. [Business Ownership Solutions](#) (BOS) works with business owners and their workers to explore worker ownership and guides businesses through transitions to worker cooperatives. [Cooperative Food Systems](#) (CFS) works with food entrepreneurs throughout the value chain, from New American and Native American farmers to producer co-ops to rural food cooperative retail stores. Our New England Resident Owned Communities (NEROC) program provides support and assistance for residents of manufactured home communities to purchase their parks and run them cooperatively. And that's not all of what we do!

CDI is a virtually based 501(c)3 non-profit with 29 employees located throughout the region. CDI employees enjoy their jobs and appreciate the flexibility of working from home, the

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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).

commitment to continuous learning, and how interesting and varied our work is. Because our organization is transparent, accountable, and participatory, our staff's ideas and opinions count. We are committed to maintaining this as a priority.

### **Position Overview:**

The successful candidate will work as an Assistant Project Manager in the cooperative business programs. This new position will help expand the capacity of our programs with administrative support, facilitate our team's services, partnerships and collaborations, research, data analysis, and systems change advocacy.

### **Essential Job Functions: Assistant Project Manager**

The Assistant Project Manager will be involved in various aspects of program development, evaluation, and reporting. We are looking for someone who enjoys internal systems design, implementation, and maintenance as well as the thrill of a well-executed training program.

### **Support for our Programs:**

- Assist in project management for multiple training programs and projects
- Support program implementation as needed with logistics, planning, coordination and workshop facilitation support
- Support the management of a wide range of training materials and resources

### **Internal Systems Support:**

- Support in logistics and planning around internal team meetings
- Maintain functional internal databases
- Organize resources
- Support systems design and implementation
- Learning and deploying a wide variety of tech, apps, and processes for capturing and managing data
- Maintaining various instruments for data capture

### **Administrative Support:**

- Maintain contracting and invoicing systems for both clients and contractors
- Maintain internal structural organization using project management software, and shared folder filing systems
- Organizing, filing, preparing materials for clients

### **Grant Management Support:**

- Support grant reporting and the grant application process

### **Required Skills and Abilities:**

- Strong organizational and time management skills
- Detail-oriented, organized, sequential

- Strong digital literacy skills and fluency with cloud and web based platforms, such as Google Apps and project management software
- Good writing and communication skills
- Capacity for systems thinking; anticipating and meeting challenges
- Strong interpersonal and assertive communication skills
- Ability to work independently, remotely, and with a team of people
- Exposure to business development, planning and entrepreneurship

**Preferred Skills and Abilities:**

- Proficient in at least one coding platform
- Exposure to grant writing and reporting
- Experience with cooperatives, nonprofits and/or democratic organizations

**Inclusion:**

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.

Because we believe in economic prosperity and justice for all, CDI commits to acknowledging, untangling and eliminating all forms of oppression. We do this by recognizing and counteracting racism, classism and other forms of bias within ourselves and the organization, by making our board and staff more inclusive, by prioritizing marginalized people and by promoting these practices within the co-op 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. Bicultural/bilingual candidates are urged to apply.

**Location:**

This is a largely remote position within the Northeast (New England and New York), however there are occasions where attendance is required at meetings and trainings accessible by car.

**Supervision:**

This position will report to the Coordinating Director and Food Systems Specialist.

**Starting pay, hours and benefits:**

This is a 40-hour/week position starting at \$19 - \$22/hour (depending on experience) with benefits; 3 weeks paid vacation time to start, 6 personal days, 8 holidays, monthly office stipend and wellness benefits. CDI contributes to the employer provided health plan, 403b retirement plan and reimburses expenses, mileage at IRS rate.