



## **Federation of Southern Cooperatives/ Land Assistance Fund**

### **Job Description Cooperative Development Specialist {LOUISIANA}**

Cooperative Development Specialist is responsible for development, expansion, and retention of member cooperative businesses in Louisiana. The Cooperative Development Specialist performs a variety of duties related to outreach, recruitment, education, organizing and leading FSC/LAF members and potential members in programs, projects, and processes that serve to create new cooperatives and/or strengthen existing cooperatives within the Federation's sphere of influence. The Cooperative Development Specialist's driving mission is to proliferate and advance cooperative development through the utilization of internationally recognized cooperative principles and the implementation of the values, historic knowledge and ideas that inform the organization.

This employee will be responsible for working closely with non-members, members, staff (local and regional), and the State Coordinator. Working with the State Coordinator, the Cooperative Development Specialist will develop goals, objectives, strategies, and timelines for cooperatives, FSC members, and farmers in their state. He/she will execute all required duties with a high degree of professionalism, consistency, promptness and integrity. Although the Cooperative Development Specialist will work under the supervision of the State Coordinator, he/she must also have the ability to self-direct their work. This position requires a commitment to social and economic justice as well as experience working in grassroots communities in the South.

The long-term goal of this position is to strengthen cooperatives and farmers in Louisiana by assisting by improving the net income they derive from their relatively small farms and become more viable through technical assistance in farm management, marketing, alternative crops and methods, and value-added enterprises, enabling them to increase earnings and position themselves for future success and acquire the resources to make their cooperatives/farms sustainable.

#### **Primate responsibilities and duties:**

- Work directly with member cooperatives and other community-based organizations in Louisiana;
- Identify opportunities and organize groups interested in forming cooperatives in Louisiana;
- Responsible for assisting in the development of strategic plans, business plan, feasibility study, bylaws and articles of incorporation for cooperatives;
- Seek opportunities for continuous educational, improvements through participation in workshops, and other staff development opportunities.
- Maintain a working relationship with LA State Association of Cooperatives, the Federation of Southern Cooperatives, stakeholders, and other state and federal agencies;
- Maintain professionalism and objectivity in the performance of duties and responsibilities.
- Attend all staff meetings and other meetings pertinent to duties;
- Communicate with director and other staff on various projects;
- Prepares weekly, monthly, bi-monthly, annual and other reports related to programs for which he/she is responsible; recordkeeping is imperative;
- Reliable form of transportation;
- Report to FSC/LAF Louisiana State Coordinator.

#### **Proficiencies and qualifications**

- Ability to build relationships based on dignity and respect;
- Familiarity and competency in using computer; particular Microsoft Office;
- Responsible for maintaining audit ready files on member cooperatives;
- Complete surveys, need assessment, and other pertinent data on member cooperatives;
- Execute duties as assigned and complete field visits weekly;
- Some knowledge of USDA agencies and programs is preferred.