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

**Position:** Cooperative Development Specialist

**Location:** Epes, AL

**Salary and Benefits:**  depending on experience (with standard company benefits)

**Closing Date:** March 15, 2023

**Job Description**

The Federation of Southern Cooperatives/Land Assistance Fund (FSC/LAF) is a regional cooperative and rural development organization, serving a membership of Black farmers, landowners, cooperatives, and other low-income rural people in the Southeast. The Cooperative Development Specialist performs various duties related to outreach, recruitment, education, training, and organizing FSC/LAF members and potential members in programs, projects, and processes that 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 by utilizing internationally recognized cooperative principles and implementing the values, historical knowledge, and ideas that will inform the member-cooperatives.

This full-time position will be responsible for working closely with non-members, members, staff (local and regional), and the State Coordinator of Alabama State Association of Cooperatives (ASAC). Working with the State Coordinator of ASAC, the Cooperative Development Specialist will develop goals, objectives, strategies, and timelines for cooperative development in their state. She/He/She will execute all required duties with professionalism, consistency, promptness, and integrity. Though the Cooperative Development Specialist will work under the supervision of the State Coordinator of ASAC, she/he/they must also be able to self-direct their work. This position requires a commitment to social and economic justice and experience working in the South's grassroots communities.

**Essential Duties**

* Identify, recruit, educate and organize new cooperatives with interested parties;
* Assess and work with existing cooperatives to strengthen capacity to reach goals and objectives;
* Develop strategies and work plans to advance cooperative development;
* Design and lead training, workshops, and other forums on cooperative development;
* Collaborate with staff (local and regional), members/non-members, and organizational partners in the execution of strategies related to cooperative development;
* Assist cooperatives in becoming “Audit Ready,”; the condition in which a cooperative has completed and filed all necessary documentation for cooperative membership;
* Complete and submit timely reports on activities, administrative duties, travel, etc.;
* Information to work promptly; attend all staff meetings and training; maintain organized files and records.
* Perform other cooperative development-related duties as directed by the State Coordinator

**Qualifications**

* Bachelor’s degree in Business, Economics, Sociology, or related field desired.
* Minimum of 2-3 years of experience in outreach, community organizing, and/or volunteer coordination; business and cooperative development (a plus)
* Combination of experience and education in the area of community outreach/organizing and leadership development;
* Knowledge of cooperative principles and history is preferred;
* Strong organizational skills and a demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems;
* Ability to prioritize and take the initiative;
* Punctual with the ability to pay attention to details;
* Flexible and works effectively under pressure to meet deadlines and deliverables;
* Sound judgment, discretion, and tact;
* Ability to build relationships based on dignity and respect;
* An effective communicator with writing ability;
* Familiarity and competency in using the Microsoft Office suite (MS Excel, MS Word, MS Access, MS Power Point);
* Commitment to consistency and concern for community;
* Ability and willingness to travel in and out of the state and work on some weekends

\*Special Note: The successful candidate must reside or be willing to relocate within 60 miles of Epes, Alabama.