



Federation of Southern Cooperatives/ Land Assistance Fund

Position Announcement: Cooperative Development Specialist in South Carolina

About the position

Specialist is responsible for development, expansion, and retention of member cooperative businesses in South Carolina.

Primate responsibilities and duties:

- A. Work directly with member cooperatives and other community based organizations in South Carolina;
- B. Identify opportunities and organize groups interested in forming cooperatives in South Carolina;
- C. Attend all staff meetings and other meetings pertinent to duties;
- D. Communicate with director and other staff on various projects;
- E. Prepares weekly, monthly, bi-monthly, annual and other reports related to programs for which he/she is responsible;
- F. Reliable form of transportation;
- G. Report to FSC/LAF South Carolina State Coordinator and/or Director of Special Projects.

Proficiencies and qualifications

- A. Work closely with staff, cooperative members, and community based organizations in scheduling and planning workshops, trainings, and seminars;
- B. Responsible for maintaining all files on member cooperatives;
- C. Must be able to conduct basic cooperative education (101), board and manager education, cooperative finances (fully understand the development process);
- D. Complete surveys, need assessment, and other pertinent data on member cooperatives;
- E. Execute duties as assigned and complete field visits weekly;
- F. Responsible for assisting in the development of strategic plans, business plan, feasibility study, bylaws and articles of incorporation for cooperatives;
- G. Must have some knowledge of USDA agencies.
- H. Seek opportunities for continuous educational, improvements through participation in workshops, and other staff development opportunities.
- I. Maintain a wholesome working relationship with SC State Association of Cooperatives, the Federation of Southern Cooperatives, stakeholders, and other state and federal agencies;
- J. Maintain professionalism and objectivity in the performance of duties and responsibilities.

Compensation

This is a year long, full time position requiring some evenings and weekends as events arise. Flexibility is a must. This position is part of a Small Business Administration (SBA) funded project. Continuation of this project is based on availability of funding opportunities and the success of the project.

Inquiries please send a resume, cover letter, and two professional references to

Federation of Southern Cooperatives/Land Assistance Fund

Attention: Tywan Arrington

2769 Church Street

East Point, GA 30344

tywanarrington@federation.coop

FSC/LAF is an equal employment opportunity provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics

2769 Church Street East Point, GA 30344 Phone 404.765.0991 Fax 404.765.9178

www.federation.coop