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

**Rural Training & Research Center**

**South Carolina**

**Position:** Cooperative Development Specialist

**Location:** South Carolina

**Salary and Benefits:** $$35,000 depending on experience

**Closing Date:** August 15, 2022

**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 a variety of duties related to outreach, recruitment, education, training, and organizingFSC/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 implementat**i**on of the values, historic knowledge and ideas that will inform the member-cooperatives.

This fulltime State-wide position 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 cooperative development in their state. She/he will execute all required duties with a high degree of professionalism, consistency, promptness and integrity. Though the Cooperative Development Specialist will work under the supervision of the State Coordinator, she/he 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.

**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 workplans to advance cooperative development;
* Design and lead trainings, workshops, and other forums oncooperative 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;
* Report to work promptly; attend all staff meetings and trainings; maintain organized files and records.
* Perform other cooperative development related duties as director 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 initiative;
* Punctual with the ability to pay attention to details;
* Flexible and works effectively under pressure to meet deadlines and deliverables;
* Good 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 to South Carolina.