**PROJECT COORDINATOR**

California Strawberry Commission

Sacramento, CA

**About CSC**

The California Strawberry Commission (CSC) is an established leader among agricultural organizations. We have the foundation of a 64-year-old organization, combined with the excitement and energy of a startup. We represent more than 400 strawberry farmers, shippers and processors, proudly working together to advance strawberry farming for the future of our land and people. CSC programs create opportunities for success through groundbreaking programs focused on workforce training, strawberry production research, and nutrition research. Through science-based information and education, we deliver the good news about sustainable farming practices that benefit the health of people, farms, and communities.

**About the Position**

The Public Policy Project Coordinator organizes the activities and execution of the department’s workplan. He/she supports team members to ensure they can effectively complete their tasks. Additional responsibilities include implementing and monitoring program policies and maintaining the departmental budget by tracking and recording all program transactions. The Project Coordinator also coordinates team communications and organizes team meetings related to all program activities within the California Strawberry Commission (CSC).

**Summary of Responsibilities**

1. Work with Public Policy staff to create annual workplan to achieve goals as determined by the Board of Directors.
2. Manage contractor relationships by processing invoices and assuring that activities align with workplan scope.
3. Track and update the annual work-plan to demonstrate consistency of travel, meetings, presentations, and follow-up actions with individual projects within the annual work-plan.
4. Work with PP staff and consultants to ensure that team deliverables reflect CSC branding and standards (per CDFA guidelines).
5. Ensure project documents are complete, current, and stored appropriately on CSC networks.
6. Organize the department’s network folders to reflect the annual work-plan as defined by Public Policy Committee. Maintain Public Policy micro-website by adding documents as directed, all final meeting packets, and all thank you letters and other communication needs.
7. Prepare, manage, and maintain Public Policy Departmental Budget.
8. Keep the project team well-informed of changes and resolve any issues in a timely manner.
9. Effectively communicate all relevant project information to VP of Public Policy.
10. Ability to develop and prepare high quality PowerPoint presentations.
11. Maintain office effectiveness and efficiency by procuring office supplies, equipment, subscriptions, and organizational memberships as they pertain to regulatory or legislative affairs.
12. Research various legislative and regulatory issues and prepare written and/or verbal summaries.
13. Collaborate in the development of Excel spread sheets, PowerPoint presentations, etc., for use in public meetings and/or with government officials.
14. Prepare materials for CSC Board meetings, CSC staff meetings, and other CSC hosted events. This includes logistical planning as well as compiling briefing and meeting materials.
15. Schedule travel including transportation, accommodations, international country entry requirements, and conference registrations for meetings pertaining to Public Policy annual work-plan events.
16. Maintain effective communication with elected officials, legislative staff and regulatory agencies representing key districts relative to California strawberries at the direction of the VP of Public Policy.
17. Occasionally travel to participate in CSC, Public Policy and other events, conferences, public hearings, or meetings as needed.

**Required Qualification and Skills**

* Must be able to act independently and think critically with little daily guidance.
* Must have exceptional presentation skills.
* Solve problems and make essential decisions regarding standard office issues.
* Demonstrate flexibility and multi-tasking capabilities in a fast-paced work environment.
* Think creatively and provide input to Public Policy initiatives.
* Excellent organizational skills.
* Bachelor’s degree preferred but not required.

**Computer Skills**

Proficiency in MS programs including Outlook, Word, Excel, PowerPoint, and SharePoint. The ability to prepare reports and presentations for internal and external use. Possess a willingness to learn additional skills as assigned.

**Salary and Benefits**

The CSC offers a competitive salary, based on skills and qualification and a comprehensive benefit package including sick leave, vacation and holidays, along with medical, dental and profit-sharing plans.

The California Strawberry Commission is an equal opportunity employer. We prohibit discrimination and harassment (including sexual harassment) against any person because of race, color, religion, sex, sexual orientation, gender, pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information (including testing and characteristics), domestic violence, veteran or military status, or any other basis protected by federal, state or local law. We will not tolerate any unlawful discrimination or harassment by any employee, including supervisors and co-workers.

Our commitment to equal opportunity employment applies to all persons involved in our operations and all areas of employment including, but not limited to hiring, recruitment, promotion, termination, compensation, benefits, and training. Reasonable accommodations will be made for disabled applicants and employees as well as pregnant employees upon request.

To Apply:

Send cover letter and resume to [opportunity@calstrawberry.org](mailto:opportunity@calstrawberry.org)

by March 19, 2021.