



California Center for Cooperative Development  
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## **COOPERATIVE DEVELOPMENT SPECIALIST —JOB DESCRIPTION**

Full Time Exempt with Benefits  
Location: Davis, CA

California Center for Cooperative Development (CCCD) is accepting applications for a full time Cooperative Development Specialist. The Specialist will work from CCCD's Davis office and locations of our projects field. CCCD has cooperative development projects throughout California and some in neighboring states.

**About CCCD:** We are a 501c3 non-profit that provides education and technical assistance in the development of agricultural, consumer, housing, worker, and other types of cooperatives. CCCD promotes cooperatives as a vibrant business model to address the economic and social needs of communities. CCCD fulfills this mission by:

- Educating the public, community institutions and government agencies to foster and promote an understanding of cooperatives
- Identifying and disseminating information about successful practices and models for cooperatives
- Encouraging cooperation and coordination among various types of cooperatives
- Providing technical assistance and education for the development of cooperatives to best address economic and social needs

**Our Work:** CCCD provides technical assistance and training to cooperative organizing groups and existing cooperatives in sectors including agriculture, retail grocery, housing, child care, and worker cooperatives. Services include educating organizers, founders, and members about the cooperative organizational model, its legal and financial aspects, and about the development process. We lead feasibility assessments, business plans, and work with many partners to provide a network of support services, including food safety and organic certification. We are also growing our services to include support for existing business owners in converting to worker or user-owned cooperatives.

CCCD also holds 2 major annual conferences: the California Cooperatives & Communities Conference and Agricultural Cooperatives Directors and Executives Leadership Training.

**Job Description:** The position will support projects that involve starting agricultural co-ops (including developing farmer-worker cooperatives and food cooperatives) and focus on providing general farm production and marketing related education, business planning, organizing agricultural cooperatives, including for groups who speak English as a second language. The agriculture projects include fruit, vegetables, grain, and processed food producers in separate projects and includes working with local technical assistance provider partners for each project.

### **PRIMARY RESPONSIBILITIES:**

Provide support for:

- Completing market research and feasibility studies, including conducting producer surveys, interviews with key informants, and building financial pro formas
- Developing training materials (presentations and written materials)
- Organizing and marketing conferences; and presenting workshops
- Evaluating current and potential projects and preparing progress reports for funders

## REQUIREMENTS

- 5 years of combined experience working in agriculture, fresh fruit/veg distribution, or retail food sectors
- Experience conducting research including designing written surveys, conducting interviews, and analyzing data
- Strong communication and presentation skills
- Conference and event planning experience
- High degree of competency using Excel, Powerpoint, and Word
- Self-motivated, highly organized team player
- An entrepreneurial and collaborative spirit
- Ability to travel statewide an average 2-3 times per month; occasional national travel
- BA or MS in Agricultural Economics, Managerial Economics, Community Development, or other field related to food or agriculture.

## PREFERRED EXPERIENCE:

- Experience running a small business or starting another type of organization preferably related to agriculture or food
- Understands cooperative business principles in other sectors: housing, worker, childcare, or others
- Experience in grant writing and reporting
- Familiar with different methods of meeting facilitation and decision-making processes
- Familiar with Organic, GAP/GHP/GMP standards and certification schemes
- Speaking and writing in a second language: Spanish, Korean
- Familiar with Adobe InDesign, Photoshop, and/or Illustrator

**Hours:** Full time exempt, includes regular travel statewide and occasional nationwide travel.

**Salary:** \$50,000-\$60,000 yearly depending on experience paid vacation and sick leave increasing yearly, and health plan benefits. This position is dependent on yearly funding.

## Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires travel from a minimum 2 days per month up to 8 days per month using automobile and airline travel, including overnight visits. Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (5 or more hours per day). While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, or kneel. The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Application Process:** Deadline: February 28, 2018 but open until filled. Applicants must submit a completed application, their full resume, brief cover letter and three references by email to CCCD at [coops@cccd.coop](mailto:coops@cccd.coop) (subject line: "Cooperative Development Specialist Position"), or mailed to: CCCD; 979 F St. Suite A-1; Davis, CA 95616.

**INQUIRIES BY EMAIL ONLY**