



# COOPERATIVE DEVELOPMENT INSTITUTE

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## Assistant Project Manager Job Announcement

Do you want to help workers build wealth through ownership and gain a sense of hope and control over their future? Do you want to help farmers, fishermen and other food producers build a sustainable, resilient, locally controlled food system? Do you want to help preserve and grow jobs, businesses and farms throughout Maine and New England? The Cooperative Development Institute is looking for an exceptionally well organized, task oriented and data driven person with strong research and writing skills to assist in managing multiple projects across two of our main programs - Business Ownership Solutions and Cooperative Food Systems. Interested candidates should send a cover letter, resume and three references to [info@cdi.coop](mailto:info@cdi.coop) with Assistant Project Manager in the subject line.

### About The Cooperative Development Institute (CDI):

The Cooperative Development Institute (CDI, [www.cdi.coop](http://www.cdi.coop)) is the Northeast's Center for cooperative business education, training, technical assistance, research and advocacy. CDI was founded in 1994 by cooperative leaders across industry sectors with a mission to build a cooperative economy in the Northeast through the creation and development of successful cooperative enterprises and networks in diverse communities in New England and New York.

Our mission is to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy. We envision a democratically-owned and just economy where everyone can fulfill their needs and aspirations.

CDI works to support, advise and provide technical assistance to all sorts of cooperatives in the Northeast. Our [Business Ownership Solutions](#) (BOS) program works with business owners and their workers to think through whether transition to employee ownership can meet their needs, and guides businesses through conversion to a worker cooperative. Our [Cooperative Food Systems](#) (CFS) program works with all food-related cooperatives; from assisting New American and Native American farmers to rural food cooperative retail stores and producer co-ops. Our New England Resident Owned Communities (NEROC) program provides support and assistance for residents of manufactured home communities to purchase their parks and run them cooperatively. And that's not all of what we do!

CDI is a virtually based 501(c)3 non-profit with 19 employees located throughout the region. CDI employees enjoy their jobs and appreciate the flexibility of working from home, the commitment to continuous learning, and how interesting and varied our work is. Because our organization is transparent, accountable, and participatory, our staff's ideas and opinions count. We are committed to maintaining this as a priority.

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THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the base of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (voice and TDD).

## **Position Overview:**

The successful candidate will work as an Assistant Project Manager in the Business Ownership Solutions and Cooperative Food Systems programs and report to the Program Directors. While both programs work throughout the Northeast, the majority of their focus is currently in Maine and this position will be based in Maine. This new position will help expand the capacity of our programs, facilitate our partnerships and collaborations, and meet the needs of our clients through research, writing and data analysis, and by working with program directors and staff to effectively execute multiple projects in a timely manner.

## **Essential Job Functions: Assistant Project Manager**

The Assistant Project Manager will be involved in various aspects of program development, evaluation and reporting.

1. **Feasibility Research/Feasibility Studies:** Conduct research on the feasibility of new businesses and work with clients, the program directors and other partners to assemble that research into feasibility studies.
2. **Business Plan Writing:** Assist clients with business plan writing, editing and review.
3. **Program Evaluation:** Help program directors to develop strong evaluation systems for evaluating the success of programs, workshops and activities.
4. **Data, Metrics, Analysis:** Assist in data tracking and analysis and developing more effective data management systems.
5. **Grant Management:** Assist program directors with grant research, writing, management and reporting.
6. **Administrative:** Perform important administrative functions for program directors, including writing progress reports, responding to emails and phone calls, organizing and taking minutes at meetings, and organizing and overseeing information management systems, e.g. Google Drive, Salesforce, Podio.
7. **Communications:** Help write blog posts and other articles and help with social media posting.

## **Required Skills and Abilities:**

- Strong organizational, facilitation and time management skills
- Exceptional writing and editing skills
- Experience in business development, planning and entrepreneurship
- Experience in grant writing and reporting
- Experience in research and data analytics
- Strong digital literacy skills and experience with cloud and web based platforms, including Google Apps and database software
- Strong interpersonal communication skills; compassion and assertiveness

- Ability to work independently, remotely and with a team of people
- Experience with cooperatives, nonprofits and/or democratic organizations is preferred

**Inclusion:**

In accordance with Federal law, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. CDI is an equal opportunity employer and service provider.

Because we believe in economic prosperity and justice for all, CDI commits to acknowledging, untangling and eliminating all forms of oppression. We do this by recognizing and counteracting racism, classism and other forms of bias within ourselves and the organization, by making our board and staff more inclusive, by prioritizing marginalized people and by promoting these practices within the co-op movement.

We welcome applicants from underrepresented identities, and those who have a commitment and track record of bringing an inclusive and equitable approach to their work.

**Location:**

This is a remote position, however major initiatives currently are in Lewiston/Auburn area, Midcoast and Downeast and preference would be given to candidates who can efficiently serve those regions.

**Supervision:**

This position will be supervised by and report to the Directors of Cooperative Food Systems and Business Ownership Solutions.

**Starting pay, hours and benefits:**

This is a 40-hour/week position starting at \$19 - \$22/hour (depending on experience), plus paid vacation time, 8 holidays, and family and medical leave. CDI also pays IRS-rate mileage reimbursement, office stipend, contributes to an employee health insurance plan and offers other incidental benefits.