



COOPERATIVE DEVELOPMENT INSTITUTE

The Northeast Center
for Cooperative Business

Seeking Short Term Contractor	Engages with: CBS Director
Deliverables-based, July - Dec 2021	Some or All Remote work

About The Cooperative Development Institute (CDI):

The Cooperative Development Institute (CDI, www.cdi.coop) is the Northeast's Center for cooperative business education, training, and technical assistance. 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 York and New England.

Our mission is to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy. Our vision is transforming ownership of our economy, so all people can meet their basic needs!

CDI is a virtually based 501(c)3 non-profit with 28 employees and an annual budget of ~3 million dollars.

CDI works to support, advise and provide technical assistance to many forms of cooperatives in the Northeast. CDI's Northeast Resident Owned Communities (NEROC) program provides support and assistance for residents of manufactured home communities to purchase their parks and run them cooperatively. Our Business Ownership Solutions (BOS) program focuses on conversion of existing businesses to worker ownership and 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. And that's not all of what we do!

Outreach person sought for temporary contract

Scope includes:

- Develop outreach materials; flyers, registration, etc [July/Aug 2021]
- With guidance from CDI staff, develop a plan & implement for recruiting training participants, particularly from hard-to-reach Massachusetts communities and businesses with BIPOC owners and workers. [Aug 2021]

- Pursue outreach via community groups, Massachusetts-based small business TA providers, lenders, etc. [Aug 2021]
- Recruit 12 to 25 participants. A minimum of 12 from Massachusetts from target groups, including co-ops, businesses in low income neighborhoods, and those owned by BIPOC folks, women, veterans, LGBTQ, and/or immigrants. [Aug/Sept 2021]
- Provide administrative support for the program; email correspondence, tech support on Zoom calls, addressing participant accessibility issues, etc. [estimated 6 hrs/month, Sept-Dec 2021]

Qualities/Skills include:

- Extensive networks across Massachusetts in BIPOC communities and businesses, as well as women and veteran-owned businesses.
- Bilingual Eng/Span preferred
- Ability to work independently and efficiently.

Program overview: The Participatory Management Initiative is a 6-session virtual series over 4 months to strengthen and improve management practices, resilience, and leadership of small businesses in Massachusetts. With funding from the Massachusetts Growth Capital Corporation, and in partnership with the Cooperative Fund of New England, the Cooperative Development Institute will present high-quality interactive training on the following topics:

- Educating and engaging workers in understanding financial strategy
- Defining a democratic workplace and management
- Educating and engaging workers in understanding business strategy
- Decision making clarity in your business
- Communication Coaching
- Best practices in developing your workers

Contact: Interested contractors should send an application to info@cdi.coop with “PMI Contract” in subject line, asap but no later than July 15. Supporting documentation, such as resume or referrals, welcomed. People of color and women, queer, trans, or non-binary people and those with disabilities are encouraged to apply. CDI is an equal opportunity employer and provider.

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

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