



# COOPERATIVE DEVELOPMENT INSTITUTE

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## **Assistant Project Manager Cooperative Business Development**

Do you want to help start and grow enterprises that are locally owned and controlled and meet community members' needs and aspirations? Do you want to help workers build wealth through ownership and advance economic opportunity, security and justice? The Cooperative Development Institute is looking for an exceptionally well-organized, task-oriented person with strong project management skills and a knack for compiling resources. The Assistant Project Manager will help manage multiple projects across our cooperative business development programs that work with new start-ups, existing cooperatives and businesses transitioning to cooperative ownership. Interested candidates should provide a cover letter, resume and three references using the webform at <https://cdi.coop/job-opening-assistant-project-manager/> by April 30, 2022.

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

Founded in 1994, the Cooperative Development Institute (CDI, [www.cdi.coop](http://www.cdi.coop)) is the USDA-designated Cooperative Business Development Center for the Northeast, providing cooperative education, training, technical assistance, research and advocacy throughout the region. 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.

### **Programs:**

Cooperative Business Services (CBS) supports the development of new and existing cooperative businesses in many sectors, including working with food entrepreneurs up and down the supply chain to develop a cooperative food system. [Business Ownership Solutions](#) (BOS) works with business owners and their workers to think through whether the transition to worker ownership can meet their needs, and guides businesses through a transition to a worker-owned cooperative. [New England Resident Owned Communities](#) (NEROC) assists residents of manufactured home parks to form cooperatives and purchase and run their communities. And that's not all we do!

CDI is a 501(c)3 nonprofit virtual organization with 27 employees located throughout the region. CDI employees enjoy their jobs and appreciate the flexibility of working from a home office, 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 for our cooperative business development programs, supporting a fun team of 6-8 community builders and co-op developers. This position will improve the efficiency and effectiveness of these programs' administration, services, partnerships and collaborations, and evaluation processes.

**Essential Job Functions: Assistant Project Manager**

The Assistant Project Manager will support various aspects of program development, evaluation, and reporting. We are looking for someone who is curious about economic solutions, enjoys internal systems design, implementation and maintenance, as well as the thrill of a well-executed training program. Specific job functions are as follows:

**Program Support:**

- Assist program staff with multiple projects, clients and training programs, including logistics, planning, coordination and workshop logistics and digital technology for remote engagements
- Support the development and management of online training materials, tools and resources for team members and clients
- Support communication efforts, including writing blog posts and helping with social media
- Support periodic research on the feasibility of new businesses and work with clients, program directors and other partners to assemble results into feasibility reports

**Administrative Support:**

- Assist in data tracking and analysis and support the development of more effective data management systems
- Support and maintain contracting systems for both clients and subcontractors
- Support the management of invoicing systems between program staff and administrative staff
- Support the organization of internal systems using project management software, and shared folder filing systems
- Organizing, filing, and preparing materials for clients
- Support grant reporting and occasionally assist program directors with grant research, proposal writing, and grant management
- Perform important administrative functions for program directors, including organizing and taking minutes at meetings

**Required Skills and Abilities:**

- Detail-oriented, with strong organizational, time-management and self-management skills
- Must be able work independently and remotely, as well as in teams

- Strong digital literacy skills and fluency with cloud and web-based platforms, such as Google Apps and project management software
- Good writing and communication skills
- Capacity for systems thinking, and anticipating and meeting challenges
- Strong interpersonal and assertive communication skills

**Preferred Skills and Abilities:**

- Experience with at least one coding platform
- Prior exposure to grant writing and reporting
- Experience with and/or knowledge of cooperatives
- Exposure to business development, planning and entrepreneurship

**Inclusion:**

We do not discriminate 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. Bicultural/bilingual candidates are urged to apply.

**Location:** This is a largely remote position within the Northeast (New England and New York), however there are occasions where attendance is required at meetings and trainings accessible by car.

**Supervision:** This position will report to the Program Director.

**Starting pay, hours and benefits:** This is a 40-hour/week hourly (non-exempt) position starting at \$19 - \$22/hour (depending on experience) with benefits; 3 weeks paid vacation time to start, 6 personal days, 8 holidays, monthly office stipend and wellness benefits. CDI contributes to the employer provided health plan, 403b retirement plan and reimburses expenses, mileage at IRS rate.