

MONTANA COOPERATIVE DEVELOPMENT CENTER
PROPOSED JOB DESCRIPTION
Native American Cooperative Specialist

Reports To

The Native American Cooperative Specialist will report to the MCDC Program Director.

Job Overview

This position will support projects of the Montana Cooperative Development Center within the Indigenous communities focusing on enterprises using the cooperative business model within the agricultural industry sector and relating to food system elements. The position will run through September 30th, 2022 and is up to 40 hours a week. The goal of the position is to support new and existing cooperative food system businesses through technical assistance, education and outreach services, and networking

Responsibilities and Duties

Responsibilities will include assisting start-up cooperative groups, providing education to new and established cooperatives, and providing input on Center outreach activities.

- Promote cooperatives as a vibrant business model to address the economic and social needs of communities
- Assist start-up enterprises exploring the cooperative business model for the venture
- Provide technical assistance on the development phases of the startup
- Collaborate with other Cooperative Development Specialists in the MCDC network to collaborate and share expertise on Center projects
- Assist existing cooperatives with organizational challenges
- Track activities on a MCDC database in order to report activities to funders
- Educate public communities about the cooperative business model
- Gather and develop a Resource Library for Native American Communities for food, agriculture, and overall cooperative development; includes developing materials and training programs.

Qualifications

- Bachelor's degree in a related field, or 5 years of combined experience working in economic development,
- Community outreach, and/or working with diverse stakeholders in the development of new businesses
- Strong communication and presentation skills
- An entrepreneurial and collaborative spirit
- Self-motivated, highly organized team player
- Competent using WORD, EXCEL, and POWER POINT
- Valid drivers license and reliable transportation
- Must be comfortable with working remotely and utilizing zoom/Microsoft teams as means of communication

Preferred Qualifications

- Experience running or starting a business or engagement in a cooperative endeavor
- Understanding of cooperative business principles across industry sectors
- Understanding of the agricultural sector and the interconnected complementary business affiliations.
- Experience writing feasibility studies and/or business plans

Other information:

- This is a temporary position until September 30th, 2022, with an option to extend hiring contract based on performance and the organization's budgetary status.
- The position is hourly at \$29 to \$33 an hour depending on qualifications.
- Benefits will include paid holidays, vacation, and sick leave.
- The right candidate must live in Montana but can work remotely from home.
- A candidate should be able to work independently but is expected to be a team player.
- The position will require detailed tracking of time.
- If the position extends beyond the temporary assignment the position will be eligible for retirement and health benefits.

About MCDC:

The Montana Cooperative Development Center is the state-wide economic development organization addressing community and economic needs through cooperatives. MCDC is a fast-paced work environment with great support amongst the team. MCDC's main office is located in Great Falls with team members living in Great Falls and Helena. This position does not require relocation but travel into the State office will be requested upon occasion. The MCDC staff tries to meet every other week to support activity and maintain a sense of teamwork. MCDC will provide an office cell phone, tablet for travel and a laptop for the Specialist while working for the organization.

To Apply:

Submit a letter of interest (no more than 2 page) and a current resume with no less than 4 professional references.

- Mail in to: Tracy McIntyre
PO Box 3027
Great Falls, MT 59404

Or

- Email to: tracy@mcdc.coop
Subject Line must include "Native American Cooperative Specialist"

The position will remain opened until filled with the ideal candidate starting by November 29th, 2021.