



Cooperative Coordinator

Keystone Development Center (KDC) seeks someone to join our growing team in a position as a Cooperative Coordinator. We are a non-profit organization, founded on the belief that the cooperative business model can enable groups of people to mitigate business risks, gain collective economic advantage, and achieve economic empowerment. The KDC provides technical and research assistance to existing and emerging cooperatives – especially to people in areas that are under-served and financially challenged – in the multi-state area of Pennsylvania, Maryland, New Jersey, and Delaware.

The Cooperative Support Coordinator will have a unique opportunity to grow their skills in cooperative development and consulting, while doing work that contributes to social good. This position requires significant teamwork, self-motivation, comfort working independently, and highly developed organizational, writing and communication skills. Skillful at using Microsoft Office and Excel, and client management data base programs and web-based communications. Experience with grant reporting helpful. Ability and comfort with juggling multiple assignments, set priorities, creatively problem-solve and multi-task.

Outreach and Educational Programs

- Respond promptly to inquiries by coordinating with appropriate staff.
- Serve as the ambassador for new contacts by coordinating intakes, assessing client needs, and matching clients with KDC services that best fit their next steps.
- Assist with website and social media by maintaining news feeds, announcements & updates.
- Coordinate KDC's Educational Programs including the Cooperative Academy, Leaders Forum and the Cooperative Leadership Conference as well as other special and educational events.
- Make presentations to cooperatives, community groups, and stakeholders.
- Manage logistics of events such as focus groups, needs assessments, tours, and round tables.
- Organize, coordinate, and occasionally attend meetings in the evenings and on weekends.

Client Services and Project Support

- Conduct research to support projects, consultant, and client work, as requested.
- Assist in writing and editing technical including research reports and grant proposals.
- Ensure that client progress is being documented and files are being maintained in KDC's CRM.
- Support the KDC team in providing technical assistance to cooperative clients including but not limited to assisting with educational activities related to cooperative basics, governance, equity development, management, and administrative systems.
- Under the guidance of the ED and Cooperative Developer, support the administrative process of legal incorporation and governance of co-ops.
- Complete other tasks as assigned.

KDC is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, any other status protected by law and other characteristics that make our employees unique.



A KDC Team Member should have the following qualities:

- Appreciation for the client's perspective while guiding others to consider different viewpoints.
- Enthusiasm for engaging with cooperative members, customers, and other individuals and organizations supporting the development of KDC's cooperative businesses clients.
- Ability to coach and be coached on technical and non-technical matters.
- Knowing when to step in to assist the team when others are struggling.
- Commitment to grow professionally within the organization.
- Ability to learn quickly and interest in developing a variety of new skills.
- Ability to manage multiple tasks, set priorities and meet deadlines; ability to work both autonomously and in a team.
- Excellent organizational, interpersonal, and oral and written communication skills.
- Software: MS Word; MS Excel: Formulas; MS Outlook, Google Calendar; QuickBooks; and CRM programs.

Working Environment/Physical Requirements:

- Physical Factors: Activities include general office work, at computers and peripherals, and other telecommunications. Sitting for extended periods, occasional walking, standing, reaching with hands and arms, use of hands and fingers for phone and keyboard.
- Regular personal computer usage.
- Regular talking and hearing.
- Frequent lifting and/or moving up to 5 pounds and occasionally up to 25 pounds.
- Visual acuity (with or without corrective lenses); close vision, distance vision, and ability to adjust focus.
- Working conditions are generally indoors with occasional exposure to weather to travel to meetings or KDC locations.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will be staffed in one of KDC's offices in Lancaster or Pittsburgh, Pennsylvania with approximately 10% travel time. This is a Nonexempt, Regular full-time position. Work hours may be negotiable based on operational need. Compensation will be commensurate with experience.

How to Apply:

Please submit a cover letter about why you are applying, your resume, cooperative development portfolio displaying your experience, and salary requirements by email to Peggy Fogarty, Executive Director, at jobs@kdc.coop prior to May 1, 2021. The subject line should include: "Cooperative Coordinator."

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