

TITLE: Program Coordinator  
LOCATION: Remote  
WAGE: \$25/hour, 40 hours/week, contract

## **ORGANIZATION BACKGROUND**

The Biodynamic Demeter Alliance is a newly formed national organization focused on biodynamic agriculture and food systems in the United States. The organization is the result of a thoughtful unification and expansion process to merge the two most visible organizations within the movement: the Biodynamic Association and Demeter USA. The combined organization offers a cohesive, networked association that can facilitate the practical growth and maturation needed to implement systemic change in the US food system and the marketplace at large.

The Alliance works to advance the knowledge and growth of biodynamic practices, principles, research, markets, and certification in support of healthier landscapes, farms, and people, and improved economic, spiritual, and social wellbeing. Biodynamic agriculture holds the key to solving many of the issues facing our world today — from climate change to water scarcity, social injustice, and the social-emotional well-being of people and communities. By incorporating diversity, equity, inclusion, and justice practices as keystones, the Alliance works alongside all farmers, food entrepreneurs, and enthusiasts that share the goal of growing resilient, equitable, inclusive, and just food economies and systems. As an early-stage organization, our website is still in development but information can be found at [www.biodynamicdemeteralliance.org](http://www.biodynamicdemeteralliance.org).

The Alliance consists of three spheres: Cultural (providing training and education, facilitating research, and fostering community development), Rights (holding the integrity of Demeter Biodynamic® practices through certification), and Economic (building the market for Biodynamic products and connecting with businesses to increase demand).

## **WORK SUMMARY**

We are searching for an organized, enthusiastic, and collaborative Program Coordinator to join the team of the Cultural Sphere. This role will help to build the strength of our existing programs, as well as to foster new and evolving work. It will work in close collaboration with and report to the Director of Programs and Community Development. This is a full-time, fully remote contract position. Must have own computer, cellphone, and high-speed internet.

## **HOW YOU WILL SPEND YOUR TIME**

We anticipate that the work in the Cultural Sphere will expand and evolve in the coming year, with the Program Coordinator role evolving as well. This position will likely hold the following responsibilities for current projects, as well as other possible responsibilities in new or developing projects.

### Educational Programs

- Coordinate Scholarship Fund application review and award process in collaboration with the Accountant, communications with applicants and awardees, and production and dissemination of information about the Fund.
- Assist with planning and project management of our national Biodynamic Conference (date to be determined), including research into and communication with venues, tracking and coordination of key deadlines and needed tasks, and coordination of speaker and workshop proposal process.
- Coordinate provision of translation for live events (workshops, webinars, conference, etc) and written materials such as educational handouts or online resources, working with both individual translators and companies as appropriate and collaborating with the Technology Manager as needed.
- Coordinate book publishing tasks such as translation requests and inventory and sales tracking.

### Research

- Assist with updating the online Biodynamic Research Portal and other research-related needs as identified.

### Community Development

- Assist with content sourcing, identify needs and deadlines, and connect with staff and educators, in collaboration with the Director of Programs and Community Development.
- Assist with updating online educational and programmatic content and providing suggestions or sourcing information for communications and social media.
- Serve as point of contact for, and make updates to, the online forums and calendar of events.
- Coordinate regional group outreach, update information, assess needs for online contact page, and provide requested information or resources, in collaboration with the Director of Programs and Community Development.
- Coordinate Spanish-language and other translation needs for publications, events, and projects.

In addition, this role will participate in regular meetings with the Director of Programs and Community Development and as-needed project meetings, help to develop and maintain a timeline of Cultural Sphere projects and key dates, and communicate with Cultural Sphere staff about progress, needs, and any gaps or timing issues.

### **WHO YOU ARE**

As a successful candidate, you are excited to contribute positively to our inclusive work culture. You have a background in nonprofits, experience coordinating multiple ongoing projects, and enjoy collaborating with team members. You are organized, detail-oriented, and an innovative self-starter, and you excel at tracking your projects and at communicating both your ideas and your questions.

## WHAT YOU BRING TO THE TABLE

- 2+ years of work experience in a nonprofit environment.
- Passion for the planet and its people and an interest in biodynamics and/or regenerative agriculture..
- Ability to thrive in a remote work environment, working both independently and as part of a remote team.
- Proficiency in Google Drive and collaborating with team members remotely and across multiple time zones.
- Knowledge of Asana or other project management platform, CiviCRM or other customer relations management program, and Wordpress, Drupal, or other online content management platform.
- Ability to manage multiple projects simultaneously in an efficient and resourceful manner.
- Ability to coordinate tasks performed by others by being proactive about communicating deadlines, monitoring progress, and providing reminders when helpful.
- Strong capacity for prioritization, organization, and follow-through and experience coordinating multiple projects with overlapping deadlines.
- Outstanding judgment, discretion, and decision-making skills.
- Openness to feedback, willingness to take on challenges with an ambition to grow and learn, and ability to quickly provide alternative solutions/ideas.
- Ability to adapt to changing and shifting needs quickly in a fast-paced, multicultural environment.
- Strong understanding of diversity, equity, and inclusion (DEI), ability to centralize DEI in your work, and willingness to continually explore new perspectives.
- Knowledge of or experience with biodynamics and/or regenerative agriculture is a plus.
- Written and/or spoken Spanish language proficiency is a plus.

The Biodynamic Demeter Alliance values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. The Alliance is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

The Biodynamic Demeter Alliance is an Equal Opportunity Employer.

This is an hourly contract position. Contractor will meet regularly with the Director of Programs and Community Development.

To apply, please submit your cover letter and resume through our [Application Form](#). We hope to fill this position soon and will begin reviewing applications on July 28. Position open until filled.