



Grand Farm Program Coordinator

Full-Time: \$40,000+

Job Description

The Grand Farm Program Coordinator supports the mission and vision of Grand Farm. As a Program Coordinator at Grand Farm, you will be an integral part of our dynamic and fast-paced environment. The Program Coordinator position can support one or more focus areas of Grand Farm, examples of these include: Grower ecosystem, startup ecosystem, partnerships, sales and business development, innovation-as-a-service, field operations, events and experiences, and government relations. Grand Farm's ecosystem includes growers, startups, corporations, higher education, government agencies, and investors.

Key Areas of Responsibility

- Lead, collaborate, and/or contribute to one or more of Grand Farm's focus areas with team members on a variety of team initiatives and partner projects
- Identify and meet with organizations globally working on agriculture technology
- Participate in field trials, collecting and analyzing data (training will be provided) on ongoing projects with Grand Farm partners
- Develop reports, sometimes technical, related to ecosystem and project activity and findings
- Develop articles for newsletters, social media, and publications related to focus areas you are contributing
- Engage in cross-functional teamwork, contributing to brainstorming sessions and sharing ideas for continuous improvement
- Assist with experiences/events when able
- Areas of responsibility specific to in-demand focus areas will be discussed and trained based on the shifting needs of the organization
- Other duties as assigned

Required Skills/Abilities

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks effectively
- Proficient with Microsoft Office Suite, Google Drive, and related software

Education Requirements:

- Preferred: Experience, strong interest, or education in agriculture or a field related to one of the key focus areas of Grand Farm

Physical demands:

- Ability to continuously stand or walk during events
- Ability to bend, squat, climb stairs and lift occasionally
- Ability to lift up to 50 pounds occasionally
- These physical requirements must be met with or without accommodation
- Remote work capable
- Prolonged periods sitting at a desk and working on a computer



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Work environment:

- May occasionally work outdoors with temperatures above 100 degrees and below 32 degrees
- May occasionally walk on slippery or uneven surfaces
- May occasionally climb ladders and work off elevated surfaces
- Noise level in the work environment is frequently loud
- Ability to work outside normal business hours on occasion
- Ability to travel to stakeholder locations located in rural communities

Availability:

- Available to work 38 - 40 hours per week
- Must be available to work some evenings and/or weekends depending on event schedules
- Must be able to work onsite and/or remotely, depending on the needs

Benefits and Culture:

- Flexible work environment that allows the employee to work from varied environments and locations. Primary work location is Fargo, ND and Grand Farm's Innovation Campus (Casselton, ND)
- 401(k) Retirement program with 3% employer match.
- 80% coverage of employee HDHP health insurance premiums (not to include vision or dental)
- HSA Contribution
- Company provided Short Term & Long Term Disability Coverage
- Company provided Life Insurance - \$50,000
- 10 paid holidays (including your birthday) and paid holiday break.

About Grand Farm

The Grand Farm Education and Research Initiative, powered by Emerging Prairie, capitalizes on the region's potential and expertise in the agriculture and technology industries. The Grand Farm Initiative will accelerate the research and innovation into technology which will be present on the farm of the future – impacting North Dakota, the United States, and the World by solving challenges in the agriculture industry and developing new opportunities.

The Grand Farm Initiative is designed to inspire collaboration among businesses, organizations, and researchers to develop the future farm, which we believe will solve issues critical to farmers worldwide.

Mission: To empower technology to feed the world.

Emerging Prairie is proud to be an equal opportunity provider.

To apply: Please send both a cover letter and résumé to williams@grandfarm.com