



Grand Farm Project Coordinator

Job Description

The Project Coordinator, under the supervision of the Project Manager, will assist in managing many aspects of the Grand Farm Innovation Framework. Grand Farm's Innovation Framework is designed to engage ecosystem partners in solving modern and future challenges in agriculture. This Innovation Framework includes engaging with corporations, startups, growers and users of technology, higher education, research institutions, government, and special projects.

Under the direct supervision of the Project Manager, the Project Coordinator will support the planning, coordination, and execution of projects aligned with service level agreements, grant contracts, scopes of work, internal initiatives, and exploratory partnerships. This role plays a critical part in ensuring project consistency and delivery across Grand Farm's portfolio.

Key Areas of Responsibility

The Project Coordinator may support or lead elements including:

- Assisting in the management of a portfolio of Grand Farm projects
- Supporting the development and implementation of standard operating procedures to ensure consistency across all projects
- Assisting with the drafting, negotiation, and oversight of service level agreements with partners
- Helping define and communicate project scopes, charters, and statements of work in collaboration with internal and external stakeholders
- Assisting in the development and management of internal Grand Farm projects
- Coordinating and participating in the setup and ongoing management of projects at Grand Farm's physical sites
- Coordinating Grand Farm and external resources to execute field-based projects
- Serving as a knowledgeable representative during field tours and events, acting as a subject matter expert on Innovation Campus trials and initiatives



- Collecting, analyzing, and reporting on project data for internal and external audiences
- Engaging with growers, educational institutions, industry partners, and government agencies.
- Supporting partner engagement activities, including events and conferences.
- Performing other duties as assigned.

Required Skills/Abilities

- Highly organized with keen attention to detail
- Strong time management skills with a proven ability to meet deadlines
- Analytical and problem-solving capabilities
- Ability to prioritize and delegate tasks effectively
- Ability to quickly grasp complex technical or agricultural project details
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite, Google Workspace, and project management tools
- Familiarity with project management methodologies

Education and Experience

- 2-3 years of experience in project management
- Background or education in agriculture, AgTech, or related fields strongly preferred
- PMP, CAPM, or similar project management certification preferred

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



Work Environment

- May occasionally walk on slippery or uneven surfaces
- May occasionally climb ladders and work off elevated surfaces
- May occasionally work outdoors with temperatures above 100 degrees and below 32 degrees
- 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
- 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 in Casselton, ND.

About Grand Farm

Grand Farm, powered by Emerging Prairie, is a network of growers, technologists, corporations, startups, educators, policymakers, and investors working together to solve problems in agriculture with applied technology. Grand Farm creates events, conferences, and workshops to accelerate problem-solving, and works directly with innovation teams to help them apply innovative thinking within their organizations and provide Field Management, Innovation-as-a-Service, and Centers of Excellence.

Grand Farm is proud to be an equal opportunity provider.

To apply: Please send both a cover letter and résumé to Ann Nobriga at AnnN@grandfarm.com