



Grand Farm Startup Program Coordinator

Primary Work Locations: Fargo, ND | Casselton, ND

The Grand Farm Startup Program Coordinator supports the Grand Farm Program Manager in all aspects of program execution, ensuring the smooth operation of initiatives related to one or more of Grand Farm's key focus areas. This role is a vital part of our dynamic team, providing administrative and logistical support to help drive our mission of solving problems in agriculture using technology solutions.

Key Areas of Responsibilities

- **Program and Project Support:** Assist the Program Manager with the planning, scheduling, and execution of various team initiatives and partner projects. Help track key performance indicators (KPIs), deadlines, and metrics to ensure projects stay on track.
- **Stakeholder and Ecosystem Engagement:** Support the Program Manager in identifying and meeting with organizations in the global agriculture technology space. Assist with communication and coordination among Grand Farm's diverse ecosystem of growers, startups, corporations, and other partners.
- **Research and Data Collection:** Participate in field trials, assisting with the collection and analysis of data on ongoing projects.
- **Content and Reporting:** Help develop reports, articles, and other materials for newsletters, social media, and internal use. Assist with preparing presentations and documentation related to ecosystem and project activities.
- **Event and Experience Coordination:** Provide administrative and logistical support for Grand Farm events and experiences, including setup and on-site assistance.
- **General Duties:** Perform other duties as assigned by the Program Manager to ensure the efficient and effective operation of the program.



Qualifications

- A bachelor's degree in Agriculture, Business, Project Management, Engineering, Technology, or related field; or 1-3 years of equivalent experience.
- Experience in an administrative, project, or program support role.
- Excellent verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Good time management skills with a proven ability to manage multiple tasks.
- Proficient with Microsoft Office Suite, Google Drive, and other related software.
- Ability to work independently and as part of a team.

Physical Requirements

- Ability to work in both office and field environments, including exposure to varying weather conditions.
- Must occasionally lift and carry up to 50 pounds.
- Frequent use of telecommunication tools for remote collaboration.

Work Environment

- Flexible, dynamic work environment with primary locations in Fargo, ND and the Innovation Campus in Casselton, ND.
- Occasional outdoor work on uneven surfaces and in varied weather conditions.
- Flexibility to work outside normal business hours, including evenings or weekends, to meet project or partner needs.
- Ability to travel to stakeholder locations in rural communities.



Benefits & Culture

- Fast-paced, innovative, and collaborative culture.
- Core Values: **Trust First, Learn Fast, Be Bold, Move Together, Be Scrappy, Think Holistic.**
- Flexible work schedule.
- Retirement program with employer match.
- 80% employer-paid health insurance premiums (excluding vision and dental).
- Additional voluntary benefits offered through PRO Resources.
- 10 paid holidays (including your birthday) plus 128 hours PTO in the first year.

To Apply

Candidates may submit a cover letter addressed to **John Mann** and resume to JMann@grandfarm.com.

About Grand Farm

Grand Farm is a network of growers, corporations, startups, , investors, government, and educators 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 and innovation-as-a-service. Grand Farm also operates a 600-acre Innovation Campus near Castleton, ND, that serves as a space for collaboration, research, and demonstration in developing solutions for farming in a new era. Learn more at grandfarm.com.

Grand Farm is proud to be an equal opportunity provider.