



Position Announcement: Operations Coordinator
Location: Washington, DC

The National Sustainable Agriculture Coalition (NSAC) is an alliance of over 120 grassroots organizations that advocates for federal policy reform to advance the sustainability of agriculture, food systems, natural resources, and rural communities. NSAC is currently seeking an Operations Coordinator to assist our policy and grassroots teams and bolster our organizational capacity. This position is located at NSAC's DC office on Capitol Hill.

The Operations Coordinator, part of the administrative team, reports to NSAC's Coalition Director. NSAC advocates on a wide range of federal farm and food policy issues, including research, conservation, food systems, farm programs, and food safety. The Operations Coordinator supports this work through a mix of membership services, administrative tasks, and project coordination.

Position Description -- NSAC's Operations Coordinator will:

- Directly support staff members administratively
- Manage and execute event planning for national coalition-wide meetings
- Contribute to the organization's priority setting process, fundraising, and local event planning
- Schedule staff/member/advocate/farmer travel arrangements for certain events
- Apply an equity lens to NSAC's work and advance racial equity through NSAC staff development and broader coalition efforts
- Assist the NSAC Grassroots Team with outreach and grassroots advocacy materials
- Engage with the NSAC Diversity Committee on efforts related to equity in policies, membership and administration
- Manage hiring process and supervision of interns and fellows
- Manage selected membership communications and maintain member database
- Assist with IT duties, including website maintenance, routine maintenance of printers and technology, and coordinating with tech support contractors
- Assist on technical preparation of documents, spreadsheets, blogs, reports
- Schedule meetings and appointments
- Coordinate task management software
- Manage production of print publications
- Manage incoming and outgoing invoices
- Assist with budgeting
- Manage phone system, answer and route calls; take notes at meetings
- Manage records retention and records system refinement, file paper and electronic documents
- Work directly with vendors and contractors
- Assist with office space improvements and procure materials for office operations
- Send, open and distribute mail
- Assist with basic HR duties
- Represent NSAC at selected meetings or events

Desired Qualifications

- An understanding of and passion for sustainable agriculture and food systems
- Excellent written and verbal communications
- Exceptional organizational and time management skills
- Proficiency using Macs, Word, Excel
- Highly self-motivated
- Precision-oriented
- Ability to both work independently and be a good team player
- Ability to effectively prioritize and execute tasks in a changing environment
- Leadership in coordinating staff to meet task goals, identify operational needs
- Commitment to working collaboratively with a wide, diverse range of partners and colleagues
- An understanding of equity issues in the food and farm system
- Willingness to work around a demanding Congressional schedule and administrative deadlines
- Willingness to travel domestically 2-4 times a year
- Background with grassroots advocacy campaigns a plus
- Experience with print, radio, and online media a plus
- Experience with large, multi-organization grassroots coalitions a plus
- Bilingual fluency in a language other than English (Spanish, Hmong, Creole, etc.) a plus

Bonus Qualifications – not required but each individual qualification adds value to your application

- Proficiency in WordPress
- Proficiency in Adobe Creative Suite
- Basic coding or web design experience
- Computer/technology troubleshooting skills
- Graphic design skills
- Videography and video editing
- Print quality photography experience
- Social media experience
- Experience using ArcGIS or similar programs

Compensation and Benefits -- Salary is on a competitive non-profit scale, \$50,000+, and will be commensurate with experience and qualifications. NSAC offers an excellent employer paid benefits package and a collaborative work environment.

Application -- Please send resume, your salary requirements, the names and contact information of three references, and a brief cover letter including an explanation of your interest in the position to NSAC at applications@sustainableagriculture.net with the subject line “Operations Coordinator”. Please combine all documents into one PDF application. All communications will be treated confidentially. Resume reviews begin immediately.

NSAC is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically under-represented, including but not limited to women and people of color. Please also see [NSAC's Statement on Racial Equity](#). NSAC makes hiring decisions without regard to gender, race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other protected class.