

Program Coordinator

National Potato Council
Washington, DC



Position Description:

The National Potato Council (NPC) has an immediate opening for a Program Coordinator. NPC is a focused, highly visible agricultural association advocating for the economic well-being of the \$4.5 billion U.S. potato industry on federal legislative, regulatory, environmental, and trade issues impacting its growers. NPC is located on Capitol Hill near Union Station in shared space with other national agricultural organizations, including the National Council of Farmer Cooperatives and the Farm Credit Council.

The Program Coordinator will assist in the execution and implementation of programs to inform and engage membership and support its foundation through a variety of communications tools, meetings and programs. They will actively assist in the yearly cycle of activities supporting the association's annual convention, membership programs, meetings, industry publications, association governance, public policy, and activities.

Responsibilities Include:

- Assist in all aspects of planning and execution of the annual convention, including:
 - Collaborate on marketing materials, weekly e-marketing emails, postcard, graphics, social media engagement and ads.
 - Provide customer service and communications to attendees and exhibitors, including attendee registration (in advance and on-site), primary contact for exhibitors, and assist with speaker management.
 - Serve as housing contact and assist with housing logistics.
 - Manage the production of printed materials and implementation of sponsorship deliverables.
- Assist in the planning, logistics, on-site management, and coordination of the association meetings including:
 - Oversee attendee registration, in advance and on-site.
 - Collaborate on marketing materials, weekly e-marketing emails, postcard, graphics, and ads.
 - Manage and assist in development of presentation materials and speaker arrangements.
 - Communication with Board members.
- Produce Annual Potato Yearbook.
- Manage video and photography projects.
- Manage annual Grower Supporter Campaign.
- Manage leadership database, including committee lists and Voting Delegate submissions.
- Support staff liaison for Executive Committee, Potato Expo Steering Committee, Grower Outreach and Industry Research Committee, Finance and Office Procedures Committee, and Long-Range Planning Committee.
- Support programing for the industry foundation, including:
 - Assist in the development of marketing materials, e-marketing emails, postcard, graphics, and ads.
 - Assist in promotion of programs including scholarship and leadership training.

- Manage scholarship application process and work with volunteer leadership in selection process.
- On-site logistics at facilities for the Potato Industry Leadership Institute and other programs that may be developed.
- Manage contributor correspondence.
- Provides administrative support to office; such as: pick up mail/deposit checks; Scan invoices for payment; Maintain office inventory; and, Perform other duties as assigned.

Relationships:

- Reports to Vice President of Industry Outreach & Events.
- Works with all staff members.
- Maintains and develops professional relationships with members, industry partners and vendors.

Experience and Skills Required:

- Bachelor's degree required.
- Interest in and passion for the agriculture industry.
- Project management skills.
- Time management skills.
- Self-motivated.
- Enthusiastic attitude.

Other Requirements:

- Travel (approximately 10%) national, local. Hybrid work environment, in-person required when preparing for and executing meetings and events.

Send cover letter and resume with salary requirements to: holleea@nationalpotatocouncil.org no later than August 31. Compensation is commensurate with experience and skills. Competitive benefits package; Principals only; No phone calls; EEO.

The National Potato Council (NPC), a 501(c)5 organization, is the voice of U.S. potato growers and industry members in our nation's capital. NPC protects potato growers' interests in Washington, D.C. by addressing issues that affect the potato industry, from policy issues debated in Congress to regulatory issues proposed by federal agencies.

The Potato Leadership, Education, and Advancement Foundation (Potato LEAF), a 501(c)3 organization, was launched by the industry in January 2020 to provide tools, training, and support necessary to develop growers and industry members as leaders. Potato LEAF also serves to encourage members to commit their time and energy to the betterment of the U.S. potato industry.