



Global Connect Coordinator

Program Description:

Western United States Agricultural Trade Association (WUSATA) is a non-profit organization that provides marketing services to help western United States agribusinesses develop and expand their export sales. Members of WUSATA include the Departments of Agriculture from the 13 western states .

The Global Connect department coordinates international trade missions, which connect western U.S. agribusinesses with qualified foreign buyers.

Purpose of Position:

This position coordinates various aspects of the Global Connect program, including, but not limited to, administrative support for project managers of member states, tracking of missions and events, communicating with in-country contractors and project managers, working with international trade show organizers, supporting global connect manager, and assist with various promotional events.

Description of Duties:

- Track and manage missions from concept development through final reporting and claims payment.
- Provide guidance to project managers and contractors in accordance with established regulations, policies, and procedures.
- Provide excellent customer service to member states, contractors, and participating companies.
- Prepare mission recruitments, monitor and troubleshoot during recruitment, assist project managers with mission adjustments and questions as they arise, and ensure completion of reporting process.
- Assist project managers and contractors with providing appropriate documentation for successful submission of reimbursable claim request.
- Assist global connect manager with support documentation updates and revisions for section.
- Track program activity budgets, and provide visibility reports to the Global Connect Manager.
- Work closely with the Global Connect Coordinators to ensure program activity claims are processed in a timely manner.
- Work closely with the accounting department to communicate any claim items that may need attention.
- Maintains program activity claim documentation in a unified file system.
- Understands all related government regulations and internal policies.
- Reviews selected claims for the annual compliance review.

Working Conditions, Hours/Reporting:

General office environment. This position requires 40 hours/week and reports to the Global Connect Manager. Because of the highly confidential nature of the information that is reviewed by this position, this is an in-office position. Evening and weekend work may be necessary due to international time difference.

Due to Covid-19, this position is currently a hybrid position, working three days from home, two days in the office. This is only temporary, and the position will return to regular schedule of in-office hours once allowed.

Supervisory Duties:

There are no supervisory duties assigned to this position

Minimum Qualifications:

Completion of B.A. or the equivalent work experience in the areas of international marketing, international trade, agricultural economics, business administration, or related field.

Required Knowledge, Skills and Abilities:

- Two (2) years of program coordination, project management, or administrative work experience
- Working knowledge of the agriculture industry and food system a plus
- Strong oral and written communication skills
- Strong knowledge of computers and programs
- Strong knowledge Microsoft Office Suite
- Strong customer service and organizational skills
- Strong time management skills
- High degree of motivation and patience
- Read and interpret federal and state regulations
- Review activity reports and proof of performance documentation
- Keep accurate records ability to synthesize project reports for federal reporting and annual project submission
- Ability to learn and retain information pertaining to procedures, preparation, submittals, record keeping, and reporting

Preferred Knowledge, Skills and Abilities:

- Knowledge of international marketing and trade, and/or private sector business and marketing with emphasis on how agriculture related businesses fit into those systems
- Knowledge and ability to organize and assist with seminars and meetings
- Knowledge of federal funding vehicles and supporting requirements
- Ability to prepare oral and written reports in a professional manner, and to communicate effectively both in person as well as in a variety of public speaking situations

Discretion and accountability:

This position is afforded wide professional latitude. The employee is expected to develop goals and objectives to meet the broad goals. The employee's will be responsible for working with member states to prioritize projects appropriately, allowing them to achieve goals and objectives in an efficient manner.

Salary and Benefits:

Competitive benefits package. Compensation based on experience, ranging from \$22/hr - \$26/hr

WUSATA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.