



# Global Connect Coordinator Job Description

<b>Position Title:</b> Global Connect Coordinator	<b>Department:</b> Programs	<b>Reports to:</b> Director of Programs	<b>FLSA Designation:</b> Non-exempt
--	--------------------------------	--	--

**Details:** The Western United States Agricultural Trade Associations (WUSATAs) mission is to increase international growth of Western agribusiness by providing financial support, export readiness and business development services to companies located in the thirteen Western United States, Guam, and the Commonwealth of the Northern Mariana Islands. We achieve organizational excellence through efficient and effective people, systems, and processes.

## 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 and territories, tracking of missions and events, communicating with in-country contractors and project managers, working with international trade show organizers, supporting the Director of Programs, and assist with various promotional events.

## Responsibilities

- Manage activity event project delivery from concept through final reporting
- Ensure completion of activity evaluation by project manager and/or contractor
- Effectively interpret and communicate regulations, guides and policies related to program funding requirements
- Coordinate with in-market contractors and WUSATA members to execute and manage events
- Partner cross-functionally to support the delivery of programs across all stakeholders
- Open events in Backoffice, launch and manage event registration and recruitment efforts
- Coordinate booking reservations and payments
- Develop reporting process of recommendations from participant feedback to Director of Programs
- Lead and coordinate monthly country work group calls
- Support Engagement Executives on consultations with participants
- Oversee budget for regional activities and share with Director of Programs to resolve any budget variances
- Work with members to ensure collection of activity results post each activity and to prepare the program report
- Work with customer engagement team to prepare content for program webinars and seminars
- Collect and finalize program report and share with Director of Programs
- Support preparation for Unified Export Strategy (UES) application submission
- Manage budgets and monthly reporting to members in each monthly country work group
- Update CRM, activity trackers, and other computer programs on a continuous basis
- Promote a culture of trust, service, integrity, excellence, and accountability
- Create, model, and maintain a work culture that supports and values inclusion, equity, and diversity

## Supportive Functions:

In addition to performance of the essential functions, this position may be required to perform a combination of supportive functions as other duties assigned, with the percentage of time performing each function to be solely determined by your department leader based upon the requirements of the company.



## Global Connect Coordinator Job Description

### **Other Duties:**

Positively contribute to the WUSATA culture through understanding, supporting, and participating in the company mission, vision, and values. Demonstrate working knowledge of the service standards. Regular attendance in conformance with the standards, which may be established by WUSATA from time to time, is essential to the successful performance of this position.

### **Required Competencies:**

#### **WUSATA Core Values**

##### **Trust**

We have confidence in our collective experience, knowledge, and professional connections to deliver meaningful results to those who put their trust in us.

##### **Service**

We support, guide, and empower each other by treating our companies, partners, and team members as individuals. We succeed when you succeed.

##### **Integrity**

We are committed to being honest, transparent, and responsible in all communications which drives our team to consistently do what is right.

##### **Excellence**

We take pride in our work and are committed to excellence in all aspects of our organization. Passion, energy, and enthusiasm are at the heart of every decision we make and every action we take.

##### **Accountability**

We are consistent and dependable. We take responsibility to get it done.

### **Specific Job Knowledge, Skill, and Ability**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Ability to manage multiple projects independently
- Ability to learn, interpret, and apply Market Access Program and other federal and state rules and regulations as related to the responsibilities of the position
- Detail oriented and organized
- Requires the ability to communicate effectively both orally and in writing with team, WUSATA members, company participants and other stakeholders
- Ability to compose and present comprehensive reports and presentations
- Requires excellent organizational skills and attention to detail
- Highly proficient with Microsoft Office Suite and other Cloud based systems
- Requires excellent organizational skills and attention to detail
- Detailed and quality oriented
- Ability to research and work within several computer applications simultaneously
- Ability to routinely and independently exercise sound judgment in decision-making
- Ability to travel overnight both domestically and internationally up to 15%



# Global Connect Coordinator Job Description

## Minimum Qualifications:

- Bachelor's degree in international marketing, international trade, agricultural economics, business administration, or related field or equivalent work experience.
- Two (2) years of program coordination, project management, event management, administrative work experience or another related role
- Excellent customer service and organizational skills
- Strong oral and written communication skills
- Budget management experience
- Proficient Microsoft Office Suite
- High degree of motivation and patience
- Working knowledge of the agriculture industry and food system preferred
- Experience with Market Access Program or Agricultural Trade Promotion Program regulations preferred

## Benefits:

- Employer paid medical, dental, short-term disability, long-term disability, life-insurance coverage for employee.
  - Family benefits included at a cost to employee
- Flexible Spending Account
- Participation in 401k plan with employer match 100% up to 6%
- 12 Paid Holidays
- Paid Time Off Plan
- Sick Paid Time off Plan
- Flexible Work Schedule
- Recognition Program

## Compensation Range Based on Experience:

This position is non-exempt with a wage band ranging from \$22/hour to \$28/hour.

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.

**I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION INFORMATION AND HEREBY STATE THAT I CAN PERFORM THE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION.**

---

**Print Team Member Name**

---

**Team Member Signature**

---

**Date**