

Member Coordinator/Office Manager

Do you enjoy working with producers in the agriculture industry? Are you customer service oriented, skilled and comfortable communicating with people? Do you have excellent interpersonal skills with a team approach and a positive attitude? Do you enjoy collecting data and creating ways to communicate it effectively? Are you well organized amidst the need to multi-task? Do you enjoy working in a small office environment where job descriptions are subject to change and do include menial tasks? Are you comfortable finding solutions on your own versus being told what to do? Are you experienced with all Microsoft Office products?

That's a lot of questions, but if they describe you, we'd like to hear from you. Northern Plains Potato Growers Association (NPPGA) is hiring a Grower Coordinator/Office Manager. NPPGA is a non-profit organization that works to promote profitability and unity with 200 + potato growers across ND and northwestern MN through the development and promotion of quality potatoes and potato products.

Our office is small with three people. Our roles are subject to change. Currently, the primary functions in this role are:

- managing the office functions
- written and verbal communications
- invoicing and deposits
- event planning and management
- developing and conducting surveys
- developing promotional materials
- answering phones
- secretarial duties in-office and for various boards
- scheduling meetings
- data collection, formatting, and reporting using Excel, Access

You will need to bring:

- a can-do, positive, cheerful attitude
- exceptional written and verbal communication skills
- experience and knowledge in all Microsoft Office products
- creativity in reporting data
- a commitment to do your best and then learn how to be better

Position will be up to 32 hours/week, paid hourly.

To apply, send your resume and cover letter to djohnson@nppga.org. No calls, please.