Doria Robinson

Urban Tilth

31 Maine Ave, Richmond, CA 94804

coop@urbantilth.org

**Cooperative Facilitator**

Job Description

**Organization**  
Urban Tilth cultivates agriculture in west Contra Costa County to help our community build a more sustainable, healthy, and just food system. We work with residents, schools, community-based organizations, government agencies, businesses, and individuals to develop the capacity to produce 5% of our own food supply. Since its founding in 2006, Urban Tilth has emerged as a local leader, a catalyst of integrated, food- and community-focused efforts. Staffed by residents and drawing on principles of leadership and youth development, we teach, farm, forage, train, and employ residents to increase our community's food self-sufficiency. We strongly believe that under-served communities have the potential to solve our own problems if given real opportunities to obtain adequate resources, quality education, meaningful employment and real leadership pathways. All of our programs use individual, youth and community development models as strategies to empower our residents to solve food justice challenges in West Contra Costa County.  
  
**Position Description**  
The Cooperative Facilitator will work within a cooperative business incubator that aims to start new democratically governed businesses in Richmond.  The position will begin by working intensely with a recently started food business.  The facilitator works directly with members to increase their capacity to independently run the business successfully.

**Position responsibilities:**

* Research and interview community members and co-op movement stakeholders to thoroughly understand the co-op movement, how it could impact Richmond, especially low income communities of color. Familiarize yourself with all local co-op resources including but not limited to: co-op financing organizations, alliances, existing regional co-ops (especial food business working owned co-ops)
* Review co-op governance structure, business plan, accounting procedures so that you thoroughly understand and can effective advise co-op members as needed
* Create and lead the Co-op Development and Membership Recruitment Plan
* Work with project partners to develop a new member training program
* Facilitate scheduling and other coordination of New Member Training
* Lead new member recruitment including outreach campaign
* Act as an advisor to Co-op membership connecting members to resources and stepping in as needed to insure ongoing success of the business
* Conduct capacity building activities with members to develop sustainable member run systems to:1) insure quality control in service and products, 2) improve time and financial management and 3) develop new products and services and 4) create and execute marketing plans and other related marketing activities
* Maintain Project Budget and file monthly Project Manager reports before the 1st Wednesday of each month for the prior month
* Post weekly Facebook project updates with captions and titles
* Attend ALL staff meetings
* Participate in ALL Urban Tilth projects, programs and events including Summer Apprentice Program
* Attend trainings and conferences to continue to develop professional skills

**Required Skills:**

* Bilingual Spanish
* Excellent facilitation and conflict resolution skills
* Experience in entrepreneurial ventures
* Experience with event planning and in-service training design and coordination
* Experience acting as an advisor, capacity builder or advocate
* Proficiency in online social media, communications and Microsoft Office
* Excellent organizational skills
* Excellent verbal and written communication skills
* Collaborative yet self-driven work style
* Comfortable managing multiple tasks and picking up new tasks as needed
* Comfortable working collaboratively in Richmond (low income communities of color)

**Preferred Skills:**

* Experience working in Richmond
* Experience with for-profit marketing
* Experience with basic for profit bookkeeping

**Compensation:**

* Contract position: $1600 / month
* 1 yr term
* Part-time (potentially 50% FTE)

**How To Apply:**Send cover letter, resume and references via mail or email to:  
  
Doria Robinson  
Urban Tilth  
31 Maine Ave  
Richmond, CA 94804  
[Doria@urbantilth.org](mailto:Doria@urbantilth.org)

Submission must be received by Monday, March 10th, 2014. We expect to fill this position by March 24th, 2014.