



Food Export Association of the Midwest USA

www.foodexport.org

Job Summary

<p>Title: International Marketing Program Coordinator</p> <p>Salary: Based upon Experience</p> <p>Employer: Food Export Association of the Midwest USA International Business and Marketing; Food and Agricultural Exports; Customer Service;</p> <p>Categories: bookkeeping; analysis and reporting; event coordination</p>	<p>Location: Chicago, IL 60606</p> <p>Type: Full Time, Non-Exempt</p> <p>Reports to: International Marketing Program Manager</p>
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Employer Information

Food Export – Midwest is a private, non-profit trade association created in 1969. Our members are the 13 Midwest state agricultural promotion agencies. Our mission is to provide a wide range of services to facilitate trade between Midwestern food suppliers and importers around the world. We participate in the Market Access Program (MAP) of the Foreign Agricultural Service of the US Department of Agriculture.

Job Description

Provides project coordination for the International Marketing Program, aimed at aiding small US suppliers of food and agriculture targeting export markets.

- As directed by the International Marketing Program manager, supports and coordinates events, projects, programs and services. Examples could include webinars, networking events, promotions, educational programs.
- Serves as a point of contact for a diverse set of US-based and overseas stakeholders.
- Collaborate with other areas of Food Export – Midwest to meet goals related to success stories, participation, revenue, and new company registrants.

Provides clerical support in the administration of the International Marketing Program

- Coordinates the processing of invoices and expense reports, as well as other requests for payment. Develops, processes, and tracks financial information related to programs and services. Maintains accurate documentation to support compliance with federal regulations.
- Supports processes related to procurement such as Requests for Proposals, vendor tracking, and filing contractor agreements.
- Prepares and disseminates correspondence, deliverables, and marketing materials within stated timeframes.
- Maintains accurate data from International Marketing Program activities.
- Ensures that procedures for program operations are maintained and kept current throughout the year.



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Contribute to Food Export – Midwest’s tactics and strategy relating to exporter education, market entry, and market promotion.

- Effectively utilizes all Food Export – Midwest’s resources and technology to assist in the implementation of programs and services; research and implement additional technology solutions to meet program needs if applicable.
- Coordinate the dissemination and collection of surveys to assess the impact of programs and services. Assists with efforts to determine cost effectiveness and track performance measures against goal.
- Creates and presents reports using various sources of data.
- Supports efforts to educate US suppliers on how to export their food and agricultural products, which includes topics such as food retail, financing, international trade, food marketing, documentation/compliance, and more.
- Assists International Marketing Program Manager with large projects including annual application for funding and preparation for major conferences.

Other

- Undertakes special projects as requested.

Requirements

Education:

- Four-year college degree in a related field.

Work Experience (highly preferred):

- 2+ years of work experience in a related field, such as grant administration, nonprofit program coordination, event coordination/meeting planning, international marketing, marketing administration, customer service, international trade, food, or agriculture.
- *Experience with events, trade shows, conferences, meetings, or similar functions is preferred*
- *Experience with Microsoft Word, Excel, and PowerPoint (or similar productivity suite) required.*
- *Experience with data entry, databases, and/or CRM (customer relationship management) software is preferred.*

Core Competencies:

- Ability to communicate effectively, both verbally and in writing, customer service oriented, must be proficient with MS Office, attention to detail and accuracy, time management skills and the ability to prioritize work, strong ability to troubleshoot and solve problems independently, strong ability to multi-task and coordinate multiple priorities simultaneously, general knowledge and understanding of international marketing, self-motivated, a self-starter, and effective presentation skills. Ability to communicate and build relationships with people from a variety of backgrounds and responsibility levels.

Physical Demands/Work Environment:

- Work is performed in a standard office environment. This position requires light duty physical work, conducting general office duties, participation in trade shows, and market promotions, Requirements include carrying multiple files and printed materials.
- Out-of-office travel to domestic and international locations is up to 25%.



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Employee Benefits

Food Export has a comprehensive employee benefits package. The Food Export work environment is hybrid based with standard schedules of 3 days in-office and 2 remote. Other benefits include health/dental insurance, student loan repayment, cell phone and technology purchase reimbursement, flexible work hours, accrued vacation/pto/sick time, 401k retirement plan with employer-match, continuing education/tuition reimbursement, pre-tax transit/fsa/dependent care plans and more.

How To Apply

- Interested individuals should submit a letter of interest, resume, and references, in confidence, to: recruitment@foodexport.org
- Must be authorized to work in the United States

Food Export – Midwest is an equal opportunity employer

It is our policy to provide equal employment opportunity to all qualified employees and applicants for employment without regard to age, disability, national origin or ancestry, race, color, religion, creed, gender, sexual orientation, marital status, parental status, political affiliation, military discharge status or membership in the military reserve, source of income, or other status protected by applicable state, federal or local law. It is our intent and desire at Food Export that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination, and all other terms and conditions of employment. Persons with disabilities or who otherwise require alternate means of communication of organizational or program information can contact us at the url at the top of this document.

Food Export administers many services through Market Access Program (MAP) funding from the Foreign Agricultural Service (FAS) of the USDA. Persons with disabilities who require alternate means of communication of program information should contact us. Food Export–Midwest and Food Export–Northeast prohibits discrimination in all its programs and activities on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity.