

2023 Regional Cluster Interview Contest

Undergraduate Division

Choose one of the following job descriptions to apply to. Contestants should submit a resume and cover letter specific to the position they are “applying” to by tailoring their own personal skills and experiences, in addition to skills and experiences they may add in the future, that align with the skills and experiences the job description is asking for.

Remember that this contest is a simulation of the job application process and contestants may have limited or no experience. In these cases, consider highlighting transferable skills from classes or co-curriculars. It is acceptable to describe skills and experiences that you have not yet had (but would fit the requirements of the job description) in your resume, cover letter, and/or the interview portions of this contest. Just make sure to remove embellishments for future real applications!

The top 5 scoring submissions per graduate and undergraduate division will advance to compete in the onsite interview contest. Finalists will be notified at the latest, by the Monday of each cluster week. All participants will receive feedback from each review stage.

For complete contest guidelines, visit: [2023 Regional Contest Guidelines \(manrrs.org\)](https://manrrs.org)

Job Description 1

POSITION TITLE: Coordinator of Government Affairs and Communications

POSITION SUMMARY

The National Council of Farmer Cooperatives (NCFC) is looking for a Coordinator, Government Affairs & Communications. assists the NCFC Government Affairs and Communications teams with executing the mission, vision, and values of NCFC. These efforts help continue to enhance NCFC’s positive influence with Congress, federal agencies, and the public.

Reports to:

Chief of Staff, Government Affairs

Vice President, Communications
Executive Assistant to the CEO & Director of Finance

RESPONSIBILITIES

Government Affairs

Goal: Through teamwork, help achieve the objectives of the organization's member-driven policy agenda. Define policy interests and develop professional goals to grow within NCFC.

- As part of the Government Affairs team, aid in identifying, analyzing, monitoring and tracking legislative and regulatory proposals affecting farmer cooperatives and aid in the preparation of related communications to NCFC members.
- Attend policy meetings, summits, and seminars as well as legislative hearings as directed.
- Coordinate with NCFC Government Affairs staff to ensure Issue Briefs, Issue Updates, and other resource guides for NCFC members are up to date.
- Schedule Hill visits and other meetings as directed on behalf of the Government Affairs team
- Assist with the preparation of papers, statements, and testimony for congressional committees and federal agencies.
- Serve as point of contact for NCFC member fly-ins; coordinate staff briefings and Hill meetings when requested.
- Provide administrative support for other in-house meetings and briefings.
- Serve as liaison to technology vendors providing public policy tracking and engagement services.
- Maintain Congressional Farmer Cooperative Caucus list.

Communications and Member Relations

Goal: Raise awareness of NCFC policy positions and the benefits of farmer co-ops to both internal and external audiences.

- Work with Vice President of Communications to develop and implement organizational social media communications plan, including daily engagement on issues and/or conversations of interest to farmer co-ops and their members.
- Assists in creation and implementation of NCFC's communication strategies and message development

- Produce content and manage websites for NCFC and the Agriculture Workforce Coalition
- Manage NCFC's communications contest, the "Cooperative Information Fair," including promotion, coordination of entries, interface with judges, and display of the winners at NCFC's Annual Meeting.
- Take photographs at NCFC events and post them to social media channels
- Maintain membership directory and member files
- Assist in the preparation for the NCFC Annual Meeting and Washington Conference as well as NCFC Government Affairs Committee and Sustainability Working Group Meetings.
- Monitor news articles relevant to NCFC priority issues and distribute clip packets to staff on a regular basis.

Office Administration

Goal: Promote organization and efficiency in the day-to-day operation of the organization.

- Manage reception area by greeting NCFC guests and screening and routing incoming calls.
- Receive and distribute newspapers, mail, and packages arriving for NCFC staff and tenants; collect and post outgoing mail.
- Assist with filing for Finance Director.
- Monitor break room supplies, order as necessary, and maintain a well-stocked break room.
- Provide data postage usage to accounting department.
- Manage office supplies.
- Report all office maintenance needs to building management.
- Perform other general administrative duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Coordinator of Government Affairs and Communications must have strong communication (written and oral) and interpersonal skills along with good organizational multitasking and problem-solving abilities to ensure the continuation of normal business operations and advance the goals of the organization. Experience with office machines (such as copiers and printers) and practical knowledge of MS Office and other software are also key.

EDUCATION & EXPERIENCE:

Bachelor's degree
Entry level; internship preferred

Job Description 2

POSITION TITLE: Market Specialist

POSITION SUMMARY

FMC Corporation is a leading specialty company focused on agricultural technologies. FMC provides innovative and cost-effective solutions to enhance crop yield and quality by controlling a broad spectrum of insects, weeds, and disease, as well as in non-agricultural markets for pest control.

FMC is a globally diverse organization that offers its employees exciting opportunities to work on challenging projects that are important to the achievement of our strategic objectives. Your education and professional experience are valued and put to use from day one. Your success at completing key initiatives can result in a varied, progressive, and fulfilling career with FMC.

With a corporate culture of innovation, integrity, responsibility, and customer intimacy, we foster "The Right Chemistry" in everything we do. We are looking for people to join us in creating, developing, and improving our products, our processes, and our markets. If you are ready to make a difference every day, FMC is ready to talk to you.

JOB LOCATION

- North Carolina

RESPONSIBILITIES

Responsible for the management of customer accounts, identify and develop new prospects to sell FMC products.

- Focus on sales targets, business development, building customer relationships and resolving customer issues.
- Develop and execute account plan, negotiating to meet sales targets
- Build customer business relationships
- Prepare sales presentations, call plans, proposals, and reports for internal and external communication

- Obtain and communicate market information related to sales volumes,
- Forecast customer business plans/needs
- Obtain and communicate competitive practices and assist in the assessment of competitive information
- Identify and develop new business opportunities for increased sales to existing accounts or acquiring new accounts
- Coordinate interface between customer and other company resources (technical, supply chain) to provide value added service to accounts
- Provides guidance/direction to less experienced sales professionals
- Function as a Team Player with a willingness to identify issues and opportunities resulting in the development and implementation of appropriate actions.
- Requires 50% travel to service territory responsibilities

REQUIRED EDUCATION

- Bachelor of Science (BS) degree in Agriculture or related Life Science
- Certified Crop Advisor or MBA a plus

QUALIFICATIONS

- 5+ years sales experience
- Key contributor on complex projects
- Services new and existing business opportunities with key accounts (including national accounts) within a sales territory. Seeks assistance, when necessary, to build account strategies
- Demonstrated ability to make decisions under minimum supervision; occasionally makes decisions of a complex nature within operating guidelines
- Develops and services significant accounts with experience in the support of national accounts
- Demonstrated the ability to make independent judgments with review from management; makes decisions of a complex nature where independent judgment and creativity are required
- Demonstrated ability to negotiate with middle to senior management
- Has lead projects or special assignment involving work outside the area/region
- Proven track record with the ability to make instant impact on sales in a given territory
- Serves as a valuable resource to others within the sales organization

- Leads projects with little guidance required

Job Description 3

POSITION TITLE: Program Assistant

POSITION SUMMARY

Native Roots Farm Foundation (NRFF) is looking for an experienced, detail-oriented professional to serve as Program Assistant and support the organization's community engagement efforts. The Program Assistant is a part-time position (an average of 20 hours per week) paying \$20/hour that reports to the President/Executive Director.

In-person and online programming are critically important to helping NRFF fulfill its mission and educate the public about local Indigenous communities, native plants, and the cultural and environmental bases for maintaining Delaware's farms and open spaces.

We're looking for someone who's excited to roll-up their sleeves, engage with the community, and join a grassroots organization as it grows its reach and resources. This is a new position, and we welcome and appreciate new ideas and perspectives.

Native Roots Farm Foundation (NRFF) is a 501(c)(3) nonprofit organization that reclaims, cultivates, and celebrates Native relationships with land, plants, and community for the next Seven Generations. NRFF is a relatively new nonprofit organization and intentional about operating sustainably, ethically, and equitably.

Responsibilities (include but are not limited to)

- Sharing NRFF's mission and work with the community while at NRFF programs and tabling at events from New York to Maryland.
- Programs: assist the President/Executive Director in developing, leading, and facilitating programming throughout the region on Indigenous communities, native plants, and the environment.
- Events: represent NRFF and share NRFF's mission and info cards while tabling at community events.

- This is a physically active role. Responsibilities include lifting and loading tables, coolers, tents, and boxes into vehicles; setting up tents and tables; and standing. The Program Assistant must be able and willing to lift 45-pounds on uneven ground and work outdoors in variable weather conditions to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual who is unable to perform these functions.
- Supporting the President/Executive Director with communications including writing social media posts, writing newsletters, creating flyers for programs, and writing grants
- Administrative duties include updating NRFF's mailing list, tracking NRFF's engagement and materials distribution, and providing staff support to NRFF committees
- Occasional weekend and evening work is required
- The Program Assistant will be expected to participate in at least one relevant professional development opportunity each year; NRFF will pay the cost of attendance
- Other relevant duties as assigned, based on the needs of the organization and the skills of the Program Assistant
- The Program Assistant will report to the President/Executive Director, Courtney Streett

Qualifications

- High school diploma or G.E.D equivalency
- 3 years of work experience. This could include positions in programming, event planning, communications, horticulture, farming, or nonprofits
- A high level of proficiency in Google Suite, Canva, and social media platforms
- Experience in community and/or educational programming, communications, or project management
- The ability to distill complex information into understandable messages
- Excellent oral and written communications and organizational skills.
- A self-starter with a track record of initiating, cultivating, and managing relationships
- The ability to work independently or as part of a team
- The ability to efficiently manage and prioritize multiple tasks or projects
- The ability to think creatively and outside of the box
- A love of nature, cultures, diversity, and community
- A commitment to racial, social, economic, and environmental justice
- Respect for people of all communities and backgrounds

- Experience living in or working with communities of color, especially Indigenous communities
- A passion to learn and grow
- Alignment with NRFF's mission, vision, and values
- Experience writing grants is encouraged
- A valid driver's license, access to a vehicle, and the willingness and ability to travel to programs and events (NRFF will reimburse tolls and mileage at the IRS' standard mileage rate)
- Due to NRFF's occasional work with minors, a background check may be required

Work Location

NRFF is currently based in Wilmington, DE and its work is hybrid. The Program Assistant will work remotely except on days where there are in-person meetings, events, programs, preparations, or other duties. Most of NRFF's programs and events occur in Delaware, but occasional travel is required between New York and Maryland.