U.S. Grains Council – Communications Coordinator

International market development organization based in Washington, D.C. is recruiting a communications coordinator for its Washington, D.C. office. This position is responsible for supporting the projects and administration of the communications department, working closely with other communications-focused staff members, the larger organization and vendors. This position is based in Washington, D.C.

USGC is a leading non-profit member association dedicated to expanding exports of U.S. corn, sorghum, barley and related co-products, including ethanol. To promote a healthy work-life balance, we have established programs including telework (two days per week), 37.5-hour workweek, Employee Assistance Programs, paid training/seminars, lunch-and-learn sessions, and more. USGC also offers competitive health/dental/vision benefits, generous leave policies and generous retirement benefits.

Desired Qualifications

Minimum requirement is a bachelor’s degree. Minimum of one year of prior office experience combined with strong writing skills and understanding of AP Style is strongly preferred. Preferred candidate will be detail oriented and able to multi-task in a fast paced environment.

We are looking for a strategic thinker with the ability to ‘connect the dots’ to maximize organizational potential. Must be a team player with exceptional collaboration and communication skills with strong skills in prioritizing and decision making. Must also be able to quickly pivot and adapt as the organization’s strategic direction evolves.

If you are interested in the position, please submit a letter of interest and a resume by COB on Friday, January 21, 2022 at employment@grains.org or HR/Communications coordinator, U.S. Grains Council, 20 F Street, NW, Suite 900, Washington, DC 20001.

*The U.S. Grains Council is an Equal Opportunity Employer. It does not discriminate in the terms and conditions of employment on the basis of race, color, national origin, sex, age, disability, sexual orientation, gender identity or expression, or any other factor prohibited by law.*