Job Description

GLOBAL ETHANOL PROGRAMS COORDINATOR

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<thead>
<tr>
<th>Department: Ethanol</th>
<th>Reports to: Director of Global Ethanol Market Development</th>
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<tr>
<td>FLSA Status: Non- Exempt</td>
<td>Supervisory responsibility: None</td>
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<tr>
<td>Approved by: Vice President and COO</td>
<td>Budgetary responsibility: None</td>
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Purpose of position:

The global ethanol programs coordinator provides support to the global ethanol market development team, organizing staff and member travel and making arrangements for visiting teams, facilitating program planning, correspondence, reports, data and information management and contracting.

Responsibilities:

1. Assist in preparation for travel by team members, including schedule, travel arrangements, notifications to USDA overseas offices, coordination with U.S. Grains Council foreign offices, visas and other necessary travel preparations and trip reports.
2. Updates, maintains, and develops databases for team-based projects.
3. Develops and maintains calendar system for department related programs and activities.
4. Assists in preparations for foreign teams traveling to the United States for market development activities, for overseas missions, including development of team program and schedule, briefing materials, travel and other logistical arrangements, translation, and team trip report.
5. Processes trip reports and payment requests for assigned teams, missions and staff travelers.
6. Develops and maintains files for requests for proposals (RFPs), RFP review and contracts for international programs; maintains RFP and contract standardized formats and language.
7. Communicates with overseas offices regarding activities, accounting, and other issues of concern or interest.
9. Prepares and files communications, contracts and reports, and otherwise assists ethanol and economics team in carrying out their work.
10. Reviews budget/expense related documents for accuracy, completeness, and compliance with regulations.
11. Other duties as assigned to meet business needs.

Education/Experience Required:

1. Undergraduate degree required.
2. One to three years’ office experience.

Skills, Knowledge and Abilities:

1. Proficiency in MS Office Suite, including Word, Excel, Outlook and PowerPoint required.
2. Excellent communication skills, both verbal and written, are required.
3. Ability to work collaboratively and independently on multiple projects with changing priorities and deadlines.
4. Strong attention to detail.

I acknowledge receipt of and understanding of this job description.

Employee Signature: ______________________________________

This job description may include most, but not all duties that fall under the position. It is not intended to contain all responsibilities, education or skills. From time to time this job description will change and employees will be asked to perform tasks outside of their area of responsibility.

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