



U.S. Grains Council – Global Ethanol Programs Coordinator

International market development organization based in Washington, D.C. is recruiting a global ethanol programs coordinator. The individual in this position is responsible for providing support to the global ethanol market development team, organizing staff and member travel and makes arrangements for visiting teams, facilitates program planning, handles correspondence, reports, data and information management, responsible for invoice compliance tracking and contracting as assigned. The 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

The minimum requirement is a bachelor's degree or equivalent. Prior office experience is desired. Prior non-profit experience is a plus. The ideal candidate must be detail oriented and able to multi-task in a fast-paced environment.

If you are interested in the position, please submit a letter of interest and a resume by **COB on March 22, 2024** to employment@grains.org

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.

As a participant in USDA programs, we share the commitment to comply with all federal, state and local civil rights laws and those of the USDA. More about this commitment is found here, <https://www.usda.gov/non-discrimination-statement>



Job Description

Global Ethanol Programs Coordinator

Department: Ethanol	Reports to: Director of Global Ethanol Market Development
FLSA Status: Non- Exempt	Supervisory responsibility: None
Approved by: Vice President	Budgetary responsibility: None

Purpose of position:

The global ethanol programs coordinator provides support to the global ethanol market development team, organizing staff and member travel and makes arrangements for visiting teams, facilitates program planning, handles correspondence, reports, data and information management, responsible for invoice compliance tracking and contracting as assigned.

Responsibilities:

1. Assists in preparation for travel by team members, including scheduling meetings, travel arrangements, notifications to USDA overseas offices, coordinates with U.S. Grains Council foreign offices, secures visas and other necessary travel preparation 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 processes 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.
8. Develops and maintains department files in compliance with USGC and U.S. government rules and regulations.
9. Prepares and files communications, contracts and reports, and otherwise assists ethanol team in carrying out their work.



10. Reviews budget/expense related documents for accuracy, completeness, and compliance with regulations.
11. Prepares weekly and monthly invoice requests, coordinating with ethanol and accounting team to process payment accordingly.
12. Other duties as assigned to meet business needs.

Education/Experience Required:

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

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.

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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