Job Description
Global Programs Coordinator

Department: Global Programs
Reports to: Director of Global Programs Administration

FLSA Status: Non-exempt
Supervisory responsibility: n/a

Approved by: Director of Administration and Operations
Budgetary responsibility: n/a

Purpose of position: Provides administrative support to the global programs team consisting of the director of global programs administration and two managers of global programs as well as all international offices.

Responsibilities:

1. Consultants: Prepare correspondence, contracts, and travel documents as directed; confirm activity and travel arrangements for consultants; process trip reports and payment requests.
2. Teams: Coordinate aspects of regional teams’ travel, including assisting both Managers of Global Programs in arranging travel itineraries and meetings, and with the preparation of briefing materials and other advance travel preparations; and process trip reports and payment requests.
3. Staff and Mission Travel: Prepare correspondence and travel documents, including passports and visas, as directed; plan itineraries and confirm activity and travel arrangements; and process trip reports and payment requests.
4. Strategic Planning: Coordinate preparation and changes to the Unified Export Strategy and track progress of submissions/approvals within the Council, as needed.
5. Accounting Compliance: Review all budget/expense related documents for accuracy, completeness, and compliance with FAS and Council requirements.
6. Overseas Office Contact: Maintain lines of communication with overseas offices regarding activities, accounting, and other issues of concern or interest.
7. Files: Develop and maintain departmental files including SharePoint database and regional activity files.
8. General duties include tracking third-party contributions, maintaining databases, collecting and disseminating data and processing requests for payment.
9. Screen, sort and prepare all incoming mail and paperwork for the Director of Global Programs. Prepare and file communications, reports and otherwise assist team in carrying out their work.
10. Other duties may be assigned to meet business needs.
Education/Experience Required:

1. Undergraduate degree required.
2. Prior administrative experience a plus.

Skills, Knowledge and Abilities:

1. Proficiency in MS Office Suite, including Word, Excel, PowerPoint and Office preferred.
2. Excellent communication skills, both verbal and written, are required.
3. Ability to work independently and as part of a team.

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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Reviewed: 8/1/2024