

U.S. Grains Council – Trade Policy Coordinator

International market development non-profit based in Washington, D.C., is recruiting for a trade policy coordinator. This individual is responsible for organizing staff and member travel. Additional duties include handling details related to visiting teams, program planning, internal reporting, data and information management and contracting with vendors hired by the department. The trade policy coordinator will provide administrative support to the trade policy team consisting of the director of trade policy and director of global sustainability. Duties include ensuring accounting compliance, file maintenance and serving as a point of contact for international offices. 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

The minimum requirement is a bachelor's degree or equivalent. The ideal candidate will have prior office experience and be proficient in MS Office Suite of products. Effective communication and ability to simultaneously organize and execute multiple tasks in a dynamic environment within the context of a team are key components of the role. Must possess the ability to work independently and as part of a team.

If you are interested in the position, please submit a letter of interest and a resume by **COB on March 28, 2025** 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>

Trade Policy Coordinator

Position Description

Department: Trade Policy	Reports to: Director of Trade Policy and Director of Global Sustainability
FLSA Status: Non-Exempt	Supervisory responsibility: None
Approved by: Vice President	Budgetary responsibility: None

Purpose of position:

The coordinator of trade policy provides support to the trade policy team; organizes staff and member travel; arranges logistics for visiting teams; facilitates program planning, including pre- and post-program reporting; prepares and maintains correspondence, reports, information management and contracts.

Responsibilities:

1. Assist in preparation for travel by trade policy team members. Activities include scheduling, finalizing travel arrangements, providing notifications to USDA post, coordinating with USGC foreign offices, securing visas and other necessary travel preparations, followed by accurately compiling and preparing trip reports.
2. Assist in preparations for foreign teams traveling to the United States, for overseas missions for representatives of commodity groups, and MAIZALL programs. Activities include development of team agendas and schedules, preparing briefing materials, travel and logistical arrangements, monitoring budgets and ensuring completion of team trip reports in follow up to travel.
3. Coordinate effective and timely processing of Trade Policy department travel expenses and documentation. Activities include processing trip reports, payment requests for assigned teams, trade missions, and staff travelers; timely inclusion of supporting data for travel and credit card expenses in the appropriate organizational systems; among others.
4. Review budget/expenses related documents for accuracy, completeness, and compliance with regulations. Activities include recording program expenses and execution data and coordinating the department budget review process with Trade Policy staff.
5. Coordinate contracts and related logistics with third-party providers. Activities include tracking and monitoring contract obligations and deadlines; administrative



- engagement with service providers; processing invoices to ensure timely payments to consultants, contractors, vendors, and other relevant providers.
6. Develop and maintain department files. Activities include updating and optimizing filing systems related to programs, contract databases, reference materials, presentations, reports, administrative documents, among others, ensuring data integrity and appropriate keeping of supporting documentation.
 7. Participate in structuring and development of contracting processes related to Trade Policy department programs and projects. Activities include participation in the development and distribution of Requests for Proposals (RFPs), compilation and supporting review of vendor proposals; development of contracts for domestic and international programs; maintaining RFP and contract standardized formats and language; and filing of all relevant documentation.
 8. Support department directors in coordination of in-person and virtual meetings of Trade Policy and Innovation and Sustainability Advisory Teams. Activities include communications and scheduling with A-Team members, preparing materials and coordinating pre-meeting logistics, development and processing of surveys, and conducting follow up activities as required.
 9. Communicate and coordinate with international offices regarding activities, programs, accounting, and other issues of concern or interest.
 10. Track third-party contributions, maintain databases, collect and disseminate data. Prepare and file communications, contracts and reports, and otherwise assist the trade policy team in carrying out their work.
 11. Assist director of trade policy, director of global sustainability, and other staff in tracking and assessing domestic and global developments relevant to agricultural trade and other key issues covered by the Trade Policy department.
 12. Coordinate the preparation of and changes to the annual Unified Export Strategy (UES) in the trade policy topic areas.
 13. Develop a foundational understanding of key concepts and issues and provide support in research, programs and projects related to:
 - trade policy (tariffs and non-tariff barriers to trade, quotas, countervailing duties, free trade agreements, etc.).
 - trade and seed technology (genetically modified organisms, new genomic techniques, Cartagena Protocol, etc.).
 - trade and plant protection products (minimum residue levels-MRLs, import tolerance, limits of detection, Codex, etc.).
 - sustainability (standards and certification schemes, lifecycle analysis, carbon intensity measurements, conservation practices, sustainability regulations, etc.).
 14. Other duties may be assigned to meet business needs.



Education/Experience Required:

1. Bachelor's degree.
2. 1-2 years' work experience in an office environment preferred.
3. Experience with Word Press and HTML and content management systems preferred.
4. Proficiency in MS Office Suite, including Word, Excel, PowerPoint, SharePoint, and Office.

Skills, Knowledge and Abilities:

1. Excellent communication skills, both verbal and written, are required.
2. Excellent grammar and strong writing skills.
3. Detail oriented, with experience in maintaining accurate records, good organizational skills and ability to prioritize workflow.
4. Must be able to multi-task and meet strict project deadlines
5. Excellent interpersonal skills and ability to work well with others.
6. Ability to always represent the organization in a professional manner.
7. Basic understanding of the agriculture industry and economics, or speaking a foreign language will be viewed favorably, but is not a requirement.

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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