



Seed Entrepreneur Project Coordinator Job Description

Organization Background: Global Seed Savers (GSS) is a Denver, Colorado based International Development non-profit organization. Our local partner is Global Seed Savers Philippines registered as a non-profit organization with the Securities and Exchange Commission of the Philippines. GSS, is committed to supporting food security in the Philippines. Through educating and empowering farmers to return to the historical practice of saving seeds they are no longer dependent on purchasing seeds after each planting and forced to use harmful chemicals to grow these seeds. Through our education and training programs Filipino Organic Farmers gain the hands-on skills and knowledge they need to propagate, store, save, and sell their own regionally adapted organic seeds. This empowers farmers to be self-sufficient and ensures that organic seeds are more readily available throughout the Philippines. Please visit, www.globalseedsavers.org to learn more.

Job Description/Responsibilities: Global Seed Savers is a growing international development non-profit organization. We are seeking a new team member to join us at an exciting stage of program expansion and growth. As such, Global Seed Savers is seeking an exceptional, details-oriented, and committed community development professional interested in leading our farmers seed production expansion and direct sale, distribution, and marketing of seeds to local markets and partners throughout the Philippines.

Specific Job Duties Include

Farmer Organization Management

- Work with core farmers to select seeds for production and monitor expanded seed production. From July-December 2018.
- Develop and execute data tracking and monitoring and evaluating tools to track seed production and sales.
- Develop and manage farmer seed production contracts including up-front payment of farmers and final payment upon completion of seed production.
- Operate the BASS Seed Library in Tublay, Benguet at least one day a week.
- Conduct frequent field visits to monitor seed production.
- Design and co-lead with GSS Country Manager on-going farmer education programs for participating BASS Farmers. Training's may include: Financial Management, Seed Production Documentation, Advanced Seed Breeding Trainings.

Seed Marketing and Sales

- Identify local markets and partners to sell seeds.
- Work with farmers to develop pricing structure based on current market prices and quality of seeds.
- Develop labels, marketing flyers, potentially online platform to sell seeds in both packet and wholesale.

Project Administration

- Submit project updates and reports as requested and assigned.
- Manage project budget in collaboration with GSS Country Manager. Tracking all expenses and providing all receipts and documentation of project related expenditures.

Other duties as assigned by Supervisor may arise as this is a new program.

Qualifications: GSS is seeking a passionate community development professional preferably with experience in the agriculture sector and grassroots community development initiatives. The ideal candidate will have following qualifications:

- At minimum a Bachelor's Degree from an Accredited University in the Philippines or elsewhere. Preferred degrees include: Agriculture, Community Development, Business Marketing and Sales.
- At least one-year prior experience working in community development, agriculture sales or business development, or other applicable experience.
- Strong written and verbal communication skills.
- English, Ilocano, and Tagalog Proficiency (Ibaloi or other Cordilleran dialects a plus).
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite.
- Passion for sustainable agriculture, rural community development, and smallholder farmers economic success.
- Preferred candidates will be located within the Baguio, La Trinidad, Tublay Area.

Duration and Time Commitment: This is a 6-month contract position with the potential to develop into a more long-term role upon successful completion of the current contract and review of performance. The contract will run from July-December 2018. The contractor is expected to work at least part-time hours during this time period (2-3 days a week).

Benefits: Global Seed Savers is prepared to offer a competitive monthly stipend for this role and will also cover travel costs to execute the duties of the project.

To Apply: Please submit a detailed cover letter and resume highlighting experience and passion for the position to our Country Manager Karen Hizola at karen@globalseedsavers.org. Please include "Seed Business Development Coordinator" in the e-mail subject and cover letter. Position will remain open until filled.