



UW SYSTEM ADMINISTRATION | OFFICE OF CORPORATE RELATIONS & ECONOMIC ENGAGEMENT | MADISON, WI

JOB ANNOUNCEMENT

FOOD FINANCE INSTITUTE (FFI) PROGRAM COORDINATOR

The [University of Wisconsin System](https://www.wisconsin.edu/about-the-uw-system/) is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System's combined enrollment headcount is approximately 170,000, and the System confers more than 36,000 degrees each year. Learn more about the UW System at <https://www.wisconsin.edu/about-the-uw-system/>.

The University of Wisconsin System Institute for Business and Entrepreneurship (IBE) invites applications for a Food Finance Institute (FFI) Program Coordinator (legal title: Administrative Program Manager I or II).

POSITION SUMMARY

The FFI Program Coordinator provides a broad range of administrative, project management, and marketing communication functions in support of the [Food Finance Institute](#) and their mission to make sophisticated financial technical assistance available to every growing food, beverage, and value-added farm enterprise. Reporting directly to the FFI Program Manager, the Program Coordinator operates under general supervision.

MAJOR RESPONSIBILITIES

ADMINISTRATIVE SUPPORT (50%)

- Provide first-line of contact for learning community participants via telephone and on-line help desk.
- Coordinate invoicing and receipt of payments across programming.
- Manage contact database.
- Coordinate calls, meetings, speaking engagements, presenters, sponsors, with other third parties.
- Coordinate travel and event technical requirements with third party training program organizers and for FFI Director.
- Support metrics collection, evaluation, and data management.
- Post and maintain content on [Edible-Alpha®](#) (E-A) digital platform.
- Coordinate editorial meetings and content reviews for E-A digital curriculum.

PROJECT ADMINISTRATION/COORDINATION (25%)

- Manage digital and in-person training program development including course enrollment and planning logistics.
- Develop content from third party contractors and FFI staff using software like Camtasia and LearnDash.
- Track project and grant-related deliverables including expenses and budget reporting details.
- Assist with client work which may include financial modeling.

MARKETING COMMUNICATION (25%)

- Coordinate with IBE marketing staff for larger promotions, including social media, email and paid advertising, as needed.
- Use contact database (currently in Mailchimp) to execute outbound marketing of FFI, E-A and associated programming.
- Create marketing materials and campaigns using SEO and other tools to enhance our digital marketing and presence.
- Participate in meetings, workshops, team meetings, and training sessions to ensure the effective use of marketing resources, providing documentation of the same.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

To be considered for this position, applicants must have:

- A bachelor's degree, preferably in business-related field.
- Strong interpersonal and organizational skills and the ability to work in a range of platforms including social media, contact database, and web databases.
- Familiarity with or willingness to learn tools such as: Camtasia (or other video editing tools), LearnDash (or other Learning Management Systems), Salesforce, Search Engine Optimization (SEO), and WordPress.
- Excellent personal initiative, attention to detail, and sound decision-making abilities under pressure while managing shifting workload demands to meet timely deadlines.
- The capability to work independently with minimal supervision.
- A minimum of one-year professional experience, that may include coordinating events, understanding and complying to institutional policies, communicating and marketing a brand, and experience/interest in the food industry.

PREFERRED QUALIFICATIONS

Well-qualified applicants will also have experience in the following:

- Tracking expenses and budgeting.
- Customer service, event planning, customer relationship management, and/or curriculum development.
- General business or marketing knowledge (either through work history or a degree).
- Interest in being trained to do financial modeling.

CONDITIONS OF EMPLOYMENT

The FFI Program Coordinator (Official Title: Administrative Program Manager I or II, P14NS or P14NM) is a full-time, salaried (exempt) academic staff position. The successful candidates can expect to make between \$43,000 - \$50,000 on an annual basis commensurate with qualifications and experience. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access [ALEX](#), the UW System's on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: [Summary - Faculty, Academic Staff & Limited Appointees](#). Furthermore, the [UW System Total Compensation Estimator](#) is a tool designed to provide you with total compensation information.

WORK LOCATION

Madison, WI

SPECIAL NOTE

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information, please visit:

APPLICATION INSTRUCTIONS: To ensure full consideration, please submit application materials as soon as possible. Applicant screening will begin immediately and be ongoing through THURSDAY, DECEMBER 12, 2019. Applications may be accepted until the position fills.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: <https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/>
2. Select the appropriate applicant portal, either [External Applicants](#) or [Internal Applicants](#).
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions and be sure to include your salary expectations when asked in our applicant tracking system. In addition, please be sure to upload **ALL THREE** of the required documents: resume, cover letter, and references **as PDF files**. Failing to include any of these documents may disqualify your application. Uploading your documents as PDFs is also critical to maintain the formatting of your documents.
 - a. **Your cover letter MUST specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under "Minimum Qualifications."**
 - b. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references **with at least one being from a current or previous supervisor.**
5. Include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. The UW System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).
6. Submit your application.

Questions may be addressed to: Wanda Manning, HR Generalist, UW System Human Resources, at wmanning@uwsa.edu.

The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.