



**GRAND**  
FARM

## **Grand Farm Project Coordinator Intern**

Full-Time: 40 hours per week during Summer

Part-Time: 20-30 hours per week during Academic Year  
\$16/hour

### **Job Summary**

The Project Coordinator Intern, under the supervision of the Director of Grand Farm Program Management Office (PMO) will coordinate and execute key parts of the Grand Farm Innovation Framework. Grand Farm's Innovation Framework is designed to engage ecosystem partners in solving modern and future challenges in agriculture. This Innovation Framework includes engaging with corporations, startups, growers and users of technology, higher education, research institutions, government, and special projects. Prioritization of projects and capacity is determined through the capacity planning model.

### **Key Areas of Responsibility**

Under the direct supervision of the Director of Grand Farm's PMO, the Project Coordinator Intern will play a key role by executing on services that will be defined in service level agreements, grant contracts, scope of work, exploratory projects with partners, and internal projects and programs. The Project Coordinator Intern may assist with key elements of the PMO, including:

- Setting up and maintaining projects on and off Grand Farm's physical site
- Service level agreements with partners
- Running Grand Farm advisories/tasks forces
- Working with growers, higher education, industry, and/or government agencies
- Assisting with partner engagement, events, and conferences
- Other duties as assigned

### **Required Skills/Abilities**

- Excellent verbal & written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail with a strong background in project management
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough understanding of or the ability to quickly learn about the project or product being developed
- Proficient with Microsoft Office Suite, Google Drive, & related software
- Experienced in Project Management Methodologies

### **Education and Experience**

- Experience or education in fields related to agriculture, technologies applicable to agriculture, and/or engineering preferred

**Physical demands:** These physical requirements must be met with or without accommodation.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds regularly and up to 50 pounds occasionally.
- Ability to continuously stand or walk during events and meetings.
- Ability to bend, squat, climb stairs and lift occasionally.

**Work environment:**

- Noise level in a regular work environment is frequently loud.
- Ability to work outside normal business hours and travel on occasion.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders and work off elevated surfaces.

**Benefits and Culture:**

- Core values: Trust First, Learn, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude.
- Flexible work environment that allows the employees to work from varied environments and locations. Primary work locations are Fargo, ND And Grand Farm Site (Casselton, ND)
- 401(k) Retirement program with 3% employer match.

---

**About Emerging Prairie**

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to energize communities through innovative initiatives, programming, and events that move the needle and ignite economic growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative.

Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

**Mission statement:** To energize communities.

**Vision:** The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie is proud to be an equal opportunity provider.

**To apply:** Candidates should submit a cover letter and resume to [talent@emergingprairie.com](mailto:talent@emergingprairie.com).