



GRAND
FARM

Grand Farm Startup Coordinator Intern

Full-Time: 40 hours per week during Summer

Part-Time: 20-30 hours per week during Academic Year

\$16/hour

Job Summary

Grand Farm is looking for a Startup Coordinator Intern to engage with local, national, and international startups in the AgTech industry. This position will assist the Ecosystem and Program Management Offices to meet with startups, map out the AgTech startup ecosystem and identify opportunities to engage startups in Grand Farm Activities.

The ideal candidate is passionate about startups and providing value to entrepreneurs. This position will require strong communication, attention to detail, and project management skills.

Key Areas of Responsibility

- Identify, meet with, and maintain CRM with local, national, and international startups on a regular basis
- Identify opportunities to engage startups in Grand Farm activities through demos, speaking opportunities, project collaboration or partnerships
- Identify startups that have potential to engage with Grand Farm and its partners
- Manage communication and assist with, or coordinate, projects that are initiated with startups
- Coordinate with Grand Farm's Ecosystem, Program Management Office, Marketing, Experiences, and Operations team
- Assist with on-farm projects
- Manage projects against time and cost expectations
- Assist with Grand Farm events
- Other duties as assigned

Required Skills/Abilities

- Strong communication skills
- Excellent interpersonal skills both in person, by phone, and email, with high professionalism
- Understanding and strong interest in agriculture and the future of the industry
- Ability to keep up with the rapid pace of the internship and be adaptable to spontaneous adjustment/revisions
- Ability to work occasional early mornings or late nights depending on events

- High organizational skills and attention to detail
- Ability to multitask while working on multiple deadlines
- Interest in community development and the entrepreneurial ecosystem

Education and Experience

- Pursuing a relevant degree
- Background in Business Administration, preferred
- Event planning experience, preferred
- 1-2 years of experience working at a startup, 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.