



JOB ANNOUNCEMENT

Position: Learning Exchange Coordinator

Status: Consultant

Location: All our positions are fully remote, with employees and consultants in various countries. The team currently works in the EST time zone; the successful candidate would ideally work from within that zone for a significant portion of each day.

Time: Full-time, consultant position, one-year contract

Salary: Salary range is \$85,000 – \$100,000 USD, commensurate with qualifications and experience for employees based in the U.S. or regional-equivalent salary if outside of the U.S.

Benefits: Varies by location, but health package and vacations are included

Start date: April 2024

ABOUT THE AGROECOLOGY FUND

The Agroecology Fund (AEF) is a multi-donor fund supporting agroecology movements worldwide. The Fund aims to support viable food systems, promote the economic and nutritional well-being and human rights of small farmers and Indigenous Peoples and their communities, strengthen biodiversity conservation, and mitigate climate change through low-input agriculture featuring sustainable soil and water use. It supports and facilitates learning exchange among organizations and movements that advance agroecological solutions locally, regionally, and globally. With the guidance of international advisors deeply embedded in agroecology movements, the Fund supports some of the most effective grassroots organizations, advocates, and researchers in the field of agroecology. Since 2012, AEF has awarded over \$20 million to partner collaboratives in 88 countries. AEF is a small and dynamic organization with ample opportunity for leadership; we are a fast-growing network. This is an excellent opportunity to work at a global level to amplify agroecology around the world. The Agroecology Fund is fiscally sponsored by the Global Greengrants Fund.

ABOUT THE LEARNING EXCHANGE COORDINATOR

Overall Goal of Position

Oversee the organization of three Agroecology Fund learning exchanges in 2024 and 2025.

Responsibilities

- Serve as project manager in close coordination with host organizations in Indonesia, Zimbabwe, and Mexico, resulting in smooth logistics for all aspects – e.g., curriculum design, travel, interpretation, documentation, and communications.
- Facilitate and lead organizing committees working in 3 areas: (a) Content, (b) Logistics, and (c) Communications.
- Support the identification of, and coordination with, the facilitation teams for each of the 3 gatherings.
- Write regular updates and reports.
- Ensure excellent communication products before, after, and during each gathering

Deliverables

- Project Management plans
- Documentation of all Learning Exchanges
- Communications products
- Funder reports

EXPERIENCE, SKILLS, AND QUALITIES

The most competitive applicants will have many of the following attributes:

Qualifications

- Background in popular education and facilitation
- Excellent project management skills
- Excellent communication skills – writing and multimedia

Experience (desired)

- Background in agroecology
- Proficiency in English, and Spanish and/or French
- Someone with good computer and IT skills, including proficiency in Microsoft Office and Google Workspace
- Motivated to work in a multicultural environment

EQUAL OPPORTUNITY EMPLOYER

As a global organization, we recognize the importance of our staff reflecting the communities our work aims to benefit. We are a dynamic organization that values creativity and innovative thinking and fosters strong teamwork based on mutual respect. We are an equal opportunity employer. We encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

HOW TO APPLY

Applications will be considered on a rolling basis. Our intention is to fill the position by April 2024. Please send a cover letter, CV, and work samples or a link to a website to aefrecruit@gmail.com with Subject: '**AEF Learning Exchange Coordinator Application – YOUR NAME**'. We are unable to field questions or calls due to limited staffing but encourage you to visit our website for more information about the Agroecology Fund.