



Cooperative Coordinator

About Kodiak Ocean Growers Cooperative

Kodiak Ocean Growers Cooperative (KOGC) is the first producer-led kelp cooperative in Alaska. The Cooperative started as an idea in 2023 and is taking steps to formalize as of March 2025. The coop unites five Kodiak Archipelago farmers who together manage over 300 acres of ocean leases with the capacity to farm more than one million pounds of kelp. KOGC centralizes aggregation, processing, product stabilization, and market development to meet surging demand from premium buyers. By pooling resources, sharing labor and equipment, streamlining logistics, and leveraging collective bargaining power, we strengthen Alaska's mariculture industry and deliver consistent, high-quality kelp while maximizing benefits for our Kodiak community.

Job Description

KOGC is in the early stages of formalizing as a producer's cooperative of kelp growers in Kodiak, Alaska. We are seeking a dedicated Cooperative Coordinator to help lay the foundation of the organization. This role is key to launching the co-op's operations by supporting day-to-day functions, coordinating communication among members and stakeholders, and helping establish administrative and strategic systems. This is a high-impact role for a motivated, organized, and collaborative individual.

This is a 75% time contractor position for a remote employee. Preference will be given to applicants based in Kodiak, Alaska.

Responsibilities

- Manage daily operations, including coordinating meetings and events, creating and maintaining internal communication policies, organizing records and meeting notes, and assisting with budgeting
- Collaborate with consultants to develop and implement cooperative bylaws and policies.
- Support policy compliance.
- Assist with cooperative marketing strategy development.
- Serve as the primary point of contact for buyers; conduct outreach to prospective and current buyers

- Research funding opportunities; assist with grant applications and reporting requirements
- Build and maintain relationships with members, vendors, and partners
- Facilitate conversations on aggregation, order coordination, and matching the kelp supply with market demand
- Coordinate with the KOG nursery staff on seed orders and outplanting logistics
- Support coop members with on-farm activities during peak season, including outplanting and harvest

Desired Skills

- Self-motivated, organized, and able to work independently
- Bachelor's degree or equivalent experience in business, co-ops, mariculture, or related fields
- Experience with cooperatives, business development, mariculture, or Alaska-based organizations is a plus
- Strong interpersonal, written, and verbal communication skills
- Demonstrated strengths in project management, research, writing, and decision-making
- Proficient in Microsoft Office, G Suite, and basic database tools

Working Conditions & Compensation

- This position will be jointly managed by KOGC and GreenWave
- This is an independent contractor position (not an employee of KOGC or GreenWave) without employee benefits (e.g., vacation, healthcare, retirement, sick leave)
- Flexible schedule with the ability to set your own hours; some evenings or weekends may be required
- 75% time (approx. 30 hours/week): typically 4 days/week or 6 hours/day
- Remote/work-from-home with preference for applicants based in Kodiak. Occasional travel to Kodiak may be required
- Compensation: \$55,000–\$65,000 annually (approx. \$40/hour), depending on experience

How to apply

Applications will be considered on a rolling basis until June 15th, 2025. Please send your resume and a cover letter to kodiakoceangrowers@gmail.com with the subject line: **“Kodiak Ocean Growers Coordinator Position”**

People of color, people with disabilities, veterans, and LGBTQ+ candidates are strongly encouraged to apply. KOGC is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. KOGC is an equal opportunity employer and does not discriminate in its employment decisions. KOGC provides reasonable accommodations to applicants and employees as required by law.