



YOSEMITE FARM CREDIT, ACA

PROJECT COORDINATOR

EMPLOYMENT OPPORTUNITY

POSITION:

Project Coordinator, full-time position located in Administration South Office, Turlock, CA.

ABOUT YOSEMITE FARM CREDIT:

As a farmer-owned co-op with over 100-year history serving the agriculture community in Stanislaus, Merced, Tuolumne and Mariposa counties, Yosemite Farm Credit has a commitment to our region's agriculture. The Association currently provides lending services to approximately 5,000 customers with loan volume over \$3 billion. Major commodities financed include dairy and almonds, in addition to irrigated field crops, cattle, wine grapes and walnuts. Yosemite Farm Credit's culture of collaboration and team values provides a great atmosphere that allows individuals to contribute to its Vision - *Helping Our Members Prosper!*

GRADE/SALARY/BENEFITS:

Depending on experience.

Yosemite Farm Credit offers a competitive benefit package that includes, but is not limited to, outstanding vacation/sick time accrual, health, dental, and vision plans, tuition reimbursement, 401k with company match, corporate fitness program, performance related compensation and paid holidays.

JOB RESPONSIBILITIES/DUTIES:

This position is responsible for assisting with the coordination and completion of projects on time, within budget and within scope. The Project Coordinator will work in conjunction with all Project Leaders in completion of Association projects. Oversight includes all aspects of projects, setting deadlines, assigning responsibilities, collaborating with others, monitoring and reporting on progress and preparing status reports for management. They will assist various Project Leaders by developing a project plan, including an estimate of resources needed and timelines. The Project Coordinator will be responsible for project meeting notes and dissemination of information and communications. The Project Coordinator will coordinate with the Executive Committee and other departments to ensure all aspects of each project are compatible with business plan and strategic initiatives.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Project Management, Operations Management or related field.
- 5 years of business experience in a financial institution or an equivalent combination of education and experience sufficient to perform the essential functions of the job.
- Must be a team player, have a collaborative culture and work well with a variety of groups.
- Excellent-interpersonal, communication and leadership skills.
- Skill in adjusting and adapting to change.
- Skill in identifying resource requirements and translating into a detailed action item list with related timelines.
- Skill in identifying and developing new processes and procedures to create efficiencies for the organization.
- Skill in analyzing technical data by using logic and quantitative reasoning.
- Skill in interpreting numbers and creating a visual representation.
- Skill in utilizing a systematic approach to problem solving.
- Skill in gathering, compiling and organizing information.
- Time management skills with the ability to meet deadlines.
- Working knowledge of MS Project, Word, Excel, PowerPoint, Project and Outlook.

APPLICATION DEADLINE:

Applications will be accepted through July 12, 2020.

APPLICATION PROCEDURE:

To be considered for this position, send cover letter and personal resume to Human Resources, Yosemite Farm Credit, ACA, P.O. Box 3278, Turlock, CA, 95381 or careers@yfc.ag. Please mark all correspondence "CONFIDENTIAL." If you have any questions or need additional information, please call Jelina Seibert (209) 667-2366.