Job Description:
Co-op Developer

Compensation: Salaried at $48,000/year for the duration of employment, plus $250/month allocation toward a health benefit, paid holidays, and generous PTO

Time Commitment: This is a salaried exempt full-time (32 hours per week) grant funded position being offered through December 2021, with intention of becoming permanent

Anticipated Start Date: May 2021

About PACA

The Philadelphia Area Cooperative Alliance (PACA) is a cooperative whose members are co-ops in the Philadelphia region. PACA is also a 501(c)3 nonprofit dedicated to growing the cooperative economy. Guided by the principles of the international cooperative movement, PACA's work includes both broad and customized education about the principles and benefits of participating in the cooperative economic movement as well as offering support to existing and start-up cooperatively owned businesses. PACA engages in this work while centering an equitable approach to co-op development for racial and economic justice.

PACA aims to grow a network of cooperative enterprises that operate in all sectors of the economy to build a better world—providing essential services, strengthening democratic organizations, creating quality jobs, building community wealth, reducing poverty, strengthening our local economy, protecting the environment, and increasing community engagement.

Purpose of the Position

The Co-op Developer's main purpose is to work with other PACA Co-op Developers to support our prioritized communities (i.e., Black and Brown, immigrant, poor and/or working class) with cooperative development. This position primarily delivers technical assistance (TA) and cooperative economic education to Philadelphia-area co-op projects seeking funding. This work is funded primarily by the Seed Commons, a non-extractive loan fund partnered with PACA to offer low interest, non-compounding loans to cooperatives in our area.

The Co-op Developer will coach co-ops through the loan process, and offer education to those and other co-op groups, including learning about the co-op business model, financial modeling and monitoring, policy development, assistance with incorporation, and delivery on business development goals, and more.

The Co-op Developer works in close concert with other Developers, and collaborates with other PACA staff, partners, and volunteers. Due to COVID-19, this position is 100% remote right now. Once it is deemed safe and sound to return to in-person engagements, PACA will return to its

normal operations, which involve a mix of remote and in-person work. Candidates must live in the Greater Philadelphia region or be willing to relocate here.

PACA is in a strategic planning moment, shifting our internal structures to enable more worker self-direction and reflect our cooperative values more deeply. As a member of this cooperative space, the Co-op Developer will be expected to participate leaderfully in the overall management of the organization as a staff member. We understand that roles, responsibilities, dynamics and expectations may be impacted and affect us each differently. With consideration to that, this position will start as interim with the opportunity to become a permanent position after 2021 if there is a mutual desire and available funding.

The ideal candidate will be prepared to self-direct their work, as well as come in ready to assess our current fundraising and co-op development strategies for strengths and areas of improvement and to implement necessary changes.

Responsibilities

Technical Assistance
PACA provides Technical Assistance (TA) to members, and other community groups. TA will be 50% of this role, with a focus on supporting co-ops in receiving Seed Commons funding.

Primary duties of the Co-op Developer include:
- Conduct intake and respond to inquiries about new co-op creation, conversions to cooperatives, cooperative expansion, and other technical assistance requests
- Provide 1-on-1 technical assistance to start-up and operating co-op businesses and track engagements to monitor progress and fulfill reporting requirements
- Via the Seed Commons, serve as loan officer for local co-ops that are seeking loans
- Evaluate co-ops in need of a loan and recommend lenders that can potentially provide them with loans

Community of Practice (co/o/p)
PACA maintains a co/o/p to support co-ops with ongoing TA, relevant professional support as well as education and training. This network is also key to the success of other PACA programming.

Primary duties of the Co-op Developer include:
- Provide ongoing guidance and technical assistance to co/o/p partner organizations to support their work developing cooperatives
- Refer co-ops to co/o/p partners that can provide quality and appropriate technical assistance services
- Maintain relationships, build community with those co/o/p partners and professionals, and keep track of current contacts
- Support research on our region's co-op development ecosystem

General
- Attend and participate in regular meetings with PACA staff and organization-wide events
- Promote PACA membership to new co-ops and existing co-ops that are not yet members
- Communicate with PACA staff members about work schedule and assigned tasks
- Support grant reporting and writing; maintain and report on relevant data
- Participate in recurring calls and meetings with co/o/p partners, funders, and co-op development sector-specific efforts

Desired Qualifications/Experience

Candidates for the Co-op Developer will have:
- Strong alignment with the [mission, vision and values of PACA](), and commitment to centering Black and Brown communities of the Philadelphia region
- Interest/background in community development and/or adult learning/workforce development
- Strong grasp of business finance, and experience sharing financial knowledge with others
- 2-3 years experience providing business technical assistance in the cooperative, for-profit, and/or non-profit sector
- Experience with social group work including curriculum development, meeting facilitation and coordination, democratic decision-making, member orientation, and mediation
- Strong organizational, interpersonal and communication skills; demonstrated experience of written and oral presentation skills
- Sincere commitment to democratic collaboration and cooperation, with experience working in cooperatives and across multiple groups (staff, board members, volunteers, donors, program participants, and other supporters)

Preferred Qualifications/Experience:
- Strong knowledge of current small business, economic development and workforce development programs, players and providers in the Philadelphia area
- Multilingual applicants encouraged

How to Apply

Please send your resume and cover letter to **jobs@philadelphia.coop** by March 29, 2021. PACA strongly encourages working class BIPOC, queer and trans folks, disabled people, womxn, and people raised in the Philadelphia area to apply.

Wondering what to include in the cover letter? Here are some things we'd like to know about you! Let these questions inspire you, not limit what you share about yourself and why you want this job at PACA.
1. What excites you most about PACA?
2. What role have you held in the past that you sense is most similar to this the role described or what life experiences have you had that you sense have prepared you most for this role?

3. What experience and skills - professional and/or otherwise - do you most look forward to using in this job?
4. If you had this job, what would you want to learn about?

If you are someone who desires a flexible schedule, can work independently managing multiple projects, has experience working remotely, and also wants to collaborate closely with others, this may be the position for you! Work hours are generally between 9am - 5pm Monday-Thursday, with the expectation that the person in this position can also be available to support/lead evening and weekend programming, as well as be available for occasional travel out of town, post-pandemic. This position is grant-funded and will pay a salary of $48,000/year through December 2021. It may or may not be extended, pending mutual interest from the employer and employee as well as funding available. The position is grant-funded by the Seed Commons, and we seek funding renewal annually.