Job Description:
Co-op Developer

Compensation: Salaried at $55,000/year
Summary of benefits: $400/month ICHRA allocation; access to disability, dental, and vision insurance**;** $50/month cell phone or internet reimbursement; access to a pooled fund to support technology needs and professional development; paid holidays; accrual paid time off policy
Time Commitment: This is a salaried exempt full-time (32 hours per week) grant funded position being offered through December 2024, with intention of becoming permanent
Location: Remote; supply your own computer, phone, workspace
Note: This position is 100% remote right now. PACA has a mix of remote and in-person events to attend. Candidates must live in the Greater Philadelphia region or be willing to relocate here.
Anticipated Start Date: January 8, 2024

About PACA
Guided by the principles of the international cooperative movement, the Philadelphia Area Cooperative Alliance's (PACA) 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.

Overview of role and purpose, audience:
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 through PACA's intake process, fee-for-service work, and support for the TA/Incubation cohort of our Study Circles program.

In addition to TA, the person in this role will take on <u>primary responsibility</u> for the continued development of PACA's Community of Practice (Co/o/p) program.

Responsibilities

#1 Cooperative Technical Assistance

PACA provides Technical Assistance (TA) to members and other Philly-area groups. Internal training will be provided on PACA's core offerings. This role will primarily work with our primary lender, Seed Commons, to do financial education & loan management for cooperatives. TA will be **at least 50%** of this role.

Primary duties of the Co-op Developer include:
- Participate in the collective management of our intake process
- Loan generation and management
- 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
- Support the delivery of TA services to the Study Circles TA/Incubation cohort

#2 Community of Practice (co/o/p)
PACA is developing a Community of Practice 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. We estimate that developing and coordinating this network will be **30%** of this role.

Primary duties of the Co-op Developer include:
- Host educational workshops for professionals and practitioners to skill-up on servicing cooperatives
- Build out a service directory of professionals who will work with 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

#3 Staff Collective
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 member of the Staff Collective. Staff Collective will cover **20%** of staff member's time. Some responsibilities include:
- Attend staff collective meetings and quarterly staff retreats
- Attend General Circle Meetings
- Participate in collective fundraising efforts, annual participatory budgeting, and other core organization-sustaining activities
- Maintain understanding of PACA finances and responsibilities

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
- 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:

- 2-3 years experience providing business technical assistance in the cooperative, for-profit, and/or non-profit sector
- Strong knowledge of current small business, economic development and workforce development programs, players and providers in the Philadelphia area
- Multilingual applicants encouraged