

## Project Coordinator

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We are currently seeking a project coordinator to lead the development of new programs within Semilla Nueva and improve existing programs. This individual will be based full-time in Guatemala City, with up to 25% travel to the field. Historically, our leadership team has led program development, process analysis, and strategic analysis. We are looking for someone to work closely with our leadership team to assist in these processes, assisting in improving existing programs, evaluating new strategic opportunities, and designing and implementing new programs and policies to bring biofortified seed to thousands of additional families in the coming years.

### Summary of the Organization

Malnutrition is one of the greatest barriers to the world's poorest escaping poverty. The 900 million people in Africa and Central America who eat corn daily are some of the most affected, with nearly half of Guatemala's children suffering from stunted growth. Semilla Nueva launched the world's first social enterprise dedicated to the development, production, and sale of more nutritious, biofortified corn seed directly to small farming families. Farmers buying our seed increase their yields and incomes, while improving the diets of hundreds of thousands—and someday millions—of the world's poorest consumers. It is a scalable, sustainable way to give farming families what they most want, while providing malnourished children with what they most need. Our goal is to prove this model in Guatemala while improving the incomes of tens of thousands of families and the diets of millions of Guatemala's poorest, before expanding the model through Central America and Sub-Saharan Africa. At Semilla Nueva, we are obsessed with impact at scale.

In 2018, our first year of sales, our seed took 1.3% of the Guatemalan seed market with nearly 2,000 families purchasing. By 2019 we reached nearly 5,000 families — covering more of our organization's costs through sales, while we deeply invest in impact evaluation, new seed development, and collaborations to scale our seeds internationally.

We are a hybrid social enterprise (non-profit owns a for-profit company) of 23, mostly Guatemalan, staff. We work with some of the world's leading scientists at organizations such as CIMMYT, Harvest Plus, and universities like Purdue, Iowa State, Tufts, and Harvard. Our donors include some of the most prestigious in the space of impact philanthropy, including Cartier Philanthropy, Mulago and the U.S. Government. Our seeds are based on conventional breeding (non-GMO), although we are not opposed to well-tested biotechnology. Our work has led to rapid growth and international recognition, including an Ashoka fellowship, Mulago fellowship, and Forbes 30 under 30 for our founder.

Our team shares a common background. Whether from the private sector or NGO world, we have seen that most international development projects fail because they do not focus on finding the intersection of what the world's poorest want and what they most need. We are looking for new team members who are smart, hungry, and humble—and who are just as obsessed with innovative ways to end world poverty as we are.

### Summary of the Position

This position will work closely with Semilla Nueva's leadership team, as well as other staff and external leaders to identify areas for operational improvement, investigate new strategies, and assist the organization in launching new programs and initiatives. This position will report to the Operations Director with a special focus

on operational execution.

Specific responsibilities include, but are not limited to:

- Operative Excellence: Evaluate areas for improvement within Semilla Nueva's existing operations (Research, Production, Sales, Marketing, and M&E)
- Monitoring and reporting current projects: Work with leadership and staff to assure the accomplishment of milestones of critical programs
- Developing future projects:
  - Lead the design and implementation of new strategies, including new agricultural technologies.
  - Explore new program possibilities based on collaboration with other national or international organizations.
- Prepare visual presentations of organizational results for internal and external audiences.
- Representation of Semilla Nueva with high-level visitors, Government officials, and at local and international meetings at the request of the leadership team.

## Qualifications

We are seeking exceptional professionals with a minimum of five years of work experience, and a demonstrated long-term passion for international development and knowledge sharing.

*Required:*

- Bachelor's degree in Agronomy or a related field, with a master's degree, preferably in Business, Marketing, or a related field
- 2+ years of experience working in a results-oriented multi-cultural workplace
- Full working-proficiency in Spanish and English
- Data visualization skills
- High level of proficiency in Microsoft Office, particularly Excel, PowerPoint, and Word
- Experience in process evaluation and improvement, project planning, execution, monitoring, closing and reporting
- Ability to work independently with confidence presenting complex information to variety of stakeholders
- Ability to lead projects via collaborative (and not dictatorial) working style, maintain relationships with a wide array of people – junior and senior from diverse backgrounds and cultures, and of many disciplines
- Strong problem-solving skills and creativity
- Demonstrated leadership, stress-management, negotiation skills, and flexibility in the work environment
- Proactive, with the ability to prioritize and coordinate a variety of activities
- Must be comfortable traveling to and staying in rural parts of Guatemala with difficult living conditions

*Desired:*

- Experience working with food fortification and/or biofortification interventions
- Agriculture field experience and rural development

**Beginning Date:** As soon as possible.

**Salary:** Competitive local salary, commensurate with experience.

*Guatemalan nationals are strongly encouraged to apply.*



To apply please send a cover letter explaining your interest in Semilla Nueva and the position, along with an updated CV to [trabajo@semillanueva.org](mailto:trabajo@semillanueva.org). Please note "Business Analyst" in the subject line.

**Questions:**

What was a challenging project, and how did you manage it?

Have you ever experienced project failure? What happened?

When have your organizational skills helped keep a project on track?

Are you familiar with project management software?

Which project management tools have you worked with? Do you have a software preference?

How do you like to document your project progress?

What's your leadership style?

What's your communication style?

Tell me about a time when your stakeholders didn't agree on a project. How did you proceed?

How do you prioritize your workload?

How do you organize an average workweek?

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