
Position Description Project Coordinator

POSITION: Project Coordinator
DEPARTMENT: Content Services
REPORTING RELATIONSHIP: Content Services Project Manager
LOCATION: Kansas City

COMPANY PROFILE:

Farm Journal is the recognized leader in the B2B agriculture media / business information market. The Company has a broad portfolio of top brands and media channels including magazines, broadcast, online/digital, mobile, newsletters and events – plus a robust demographic and behavioral database. The Company serves key sectors in agriculture throughout the channel including traditional row-crop (corn, soybeans, wheat & cotton) and livestock (beef, dairy & pork) producers, produce (retail, growers, shippers, wholesalers, brokers, etc.) and ag retail (ag crop and livestock input retailers, co-ops, machinery dealers, etc.).

Many of the Company's brands are industry icons: including *Farm Journal*, *The Packer*, *Top Producer*, *Pro Farmer*, *Drovers* and *Dairy Herd Management*. In addition to traditional print publishing, the Company produces national television and radio programs including "AgDay," "US Farm Report," "AgriTalk," and "Market Rally." The Company produces more than two dozen industry-leading websites including *Agweb.com*, *ThePacker.com*, *ProduceMarketGuide.com* and *GreenBook.com*. The Company also distributes content and marketing through Farm Journal Mobile, a unique text-messaging service and mobile app platform. The Company licenses detailed industry data via its FarmReach database, publishes several paid-information newsletters, produces numerous large-scale live events, and provides extensive custom-publishing services.

POSITION OVERVIEW:

The Content Services Project Coordinator will support Farm Journal in its content services programs by managing client and internal projects especially digital projects.

DUTIES AND RESPONSIBILITIES:

Key responsibilities include, but are not limited to, the following:

- Manage assigned projects
- Ensure that assigned projects are delivered on-time and within scope
- Develop a detailed project plan to monitor and track progress including using ASANA
- Manage changes to the project scope and project schedule
- Coordinate internal resources and third parties/vendors for projects
- Support financial forecasting and expense process
- Ensure resource availability and allocation

-
- Measure project performance using appropriate tools and techniques across Content Services
 - Report and escalate to management as needed
 - Successfully manage the relationship with the client and all stakeholders especially sales reps
 - Perform risk management to minimize project risks
 - Establish and maintain relationships with third parties/vendors
 - Create and maintain comprehensive project documentation
 - Ability to prioritize workload, work independently and complete tasks under time pressure.

EDUCATION/SKILLS/PROFESSIONAL EXPERIENCE:

Qualifications include, but are not limited to, the following:

- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office especially excel
- Bachelor's Degree
- Agriculture or magazine background or experience preferred
- Ability to multiple projects and tasks on a regular basis
- Customer focus
- Flexibility
- Attention to detail
- Deadline-Oriented
- Handles rejection well
- Must be able to work within a team and excel in a fast-paced environment

Farm Journal offers a full suite of employee health and welfare benefits, including medical, dental, vision, life insurance, short and long-term disability and 401k, as well as transit and parking benefits allowing employees to purchase their transit and parking on a pre-tax basis.

For more [information](#) or questions on any Farm Journal job postings, please contact:

Jennifer Perkins

Farm Journal

10901 W 84th Terrace, Suite 300

Lenexa, KS 66214

Phone: (913) 438-0603

Fax: (215) 568-6782

E-mail: hr@farmjournal.com