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:
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