



Southern U.S. Trade Association (SUSTA)

Employment Opening – Program Coordinator

The program coordinator is responsible for assisting food and agricultural companies that have applied for the association's CostShare (Brand) program.

The program coordinator will coordinate and control the delivery of services offered on the application and reimbursement side. Emphasis is placed on timely delivery of services.

The program coordinator's job description entails providing direct assistance to companies in SUSTA's region who have applied for CostShare funds to conduct international marketing strategies.

On the application side, specific responsibilities include planning consultations to onboard a company through the CostShare application process, assisting with the review of the company's international marketing plan, follow-up to get additional documentation that may be needed to close out the application, and submission of the international marketing plan for initial approval.

On the reimbursement side, specific responsibilities include planning consultations to help companies maximize their reimbursement for eligible marketing and promotional expenses, reviewing and evaluating companies' reimbursement expense report and documentation received, follow-up to get any additional documentation needed to submit the reimbursement for the initial approval.

Program coordinators' duties may include touch points throughout the year to assist companies with various aspects of the application and reimbursement.

The CostShare Coordinator works closely with the CostShare team and other program staff and reports to the CostShare Director.

Program development in accordance with the association's mission is a key duty of this position. The goal is to help food and agriculture companies grow their business overseas. Program growth for Coordinators is increasing the number of companies served and increasing reimbursement assistance to help companies grow their business overseas.

The candidate must be highly organized, can multi-task, have great customer service skills, able to follow the requirements and directives of the program to support companies, detailed oriented, excellent communication skills, and an initiative-taker. General knowledge of international marketing is helpful but not necessary. Candidate should possess a B.A. degree in business or related field or have at least three years of work experience in business development, administration, or customer service.

SUSTA offers the right candidate a competitive salary, range \$22 - \$26, and a competitive benefits package, including 403(b) savings, health, dental, and life insurance, paid vacation, paid parking, and paid holidays. This is an in-person position located at SUSTA's headquarters in New Orleans, Louisiana.

All resumes should be sent to HR@SUSTA.org. Deadline to apply is May 20, 2026.

SUSTA does not discriminate based on race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital/family status. Persons with disabilities who require alternative means for communication of program information, should contact us. SUSTA is an Equal Opportunity Employer.