

Title of the Position

Communication & Special Project Assistant

Department

Kentucky Cattlemen's Association

Overall Responsibility

This entry level position will be responsible for assisting in all communication duties as well as general administrative duties around the office and making sure the office runs smoothly and efficiently for all members and staff.

Key Areas of Responsibility

- Responsible for working with the Executive Vice President preparing letters, reports and industry data as necessary
- Taking over administrative responsibilities for the Livestock Advertising Network to include:
 - Monthly reporting
 - Billing
 - Maintaining database records
 - Coordinating the submission of proposals
 - Tracking sales progress
 - Serving as a liaison between traveling sales representatives and staff
- Assist production of the monthly publication, Cow Country News
- Manage social media efforts for Kentucky Cattlemen's Association, Kentucky Beef Council and Kentucky Beef Network
- Ensures operation of office by completing preventative maintenance requirements; calling for repairs, maintaining inventories, evaluating new equipment
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Open, sort and distribute incoming correspondence
- Manage calendar and travel arrangements for staff
- Answer calls

Consults With

- The coordinator will be expected to work independently, but under the direction of the Executive Vice-President and Publication Coordinator
- Daily activities are conducted with a high degree of independence. The position is advised and consulted on matters of urgency, sensitivity, or controversy.

Qualifications

- An agriculture degree is preferred but not necessary
- Proficiency in MS Word, MS Excel and MS Outlook is a must
- Proficiency in Adobe InDesign and Photoshop preferred
- Requires strong computer and internet research skills
- Exceptional customer service skills, over the phone and in person, with our members and internal staff

- Flexibility
- Self-motivated with attention to detail
- Ability to work well with all staff, as well as outside clients and vendors
- Sensitivity to confidential matters may be required

To Apply, Submit

A letter of interest to Carey Brown, c/o Kentucky Cattlemen's Association, 176 Pasadena Drive, Lexington, Kentucky 40503, (859) 278-0899, along with: (1) Academic Transcript; (2) Updated Resume, including work history; and (3) three names, with addresses and phone numbers, of references.

Screening of the applications will begin May 17 and continue until a qualified applicant is selected.