

# **Nebraska Angus Association Secretary/Manager Job Description**

## **JOB SUMMARY**

The Secretary/Manager is the administrator of the non-profit organization, whose purpose is to promote the breeders of Angus cattle (both registered and commercial) and the Angus breed of cattle within the state of Nebraska. The part time position includes organizing Association events (including event planning and management), communication skills, publication editing, public relations, marketing, business account management, tax preparation, social media management and website maintenance. Successful candidate will be highly skilled in time management and an ability to work independently and also with a board of directors whose members are located throughout the state of Nebraska.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ability to organize and plan multiple Association events and activities, capability for multitasking is highly desirable.
- Manage multiple financial accounts that include a checking account, manage accounts receivable and monitor investment accounts.
- Prepare and file quarterly and year-end tax returns, compile information for Association accountant in order to file non profit tax returns.
- Manage biennial reports and filings with the Nebraska Secretary of State office.
- Work with Nebraska Department of Agriculture in breed promotion
- Coordinate and promote membership in the Association, maintaining current member benefits and developing/designing new benefits for the membership.
- Knowledge of and experience with ad sales and editing for the Nebraska Angus News and Annual Directory.
- Work closely with a ten member elected board of directors in setting Association goals, direction, researching and compiling information necessary for the board to make decisions and then implementing those decisions and direction.

## **OTHER SKILLS AND ABILITIES**

- Experience working with marketing activities and events
- Ability to develop positive and effective working relationships with cattle industry partners, agricultural press
- Ability to work independently and also in a team environment
- Excellent written and oral communication skills
- Working knowledge of and familiarity with QuickBooks, Microsoft Excel, Microsoft Word or other word processing software.
- Aptitude for publication editing/design will be a plus
- Knowledge of Registered Angus Business, sales and marketing is beneficial

## **HOW TO APPLY**

Send the following requested items to: Dave Nichols, Nebraska Angus Ass'n President at [nichols@kmtel.net](mailto:nichols@kmtel.net) by November 15, 2018 or mail hard copies Mr. Nichols at 47976 853<sup>rd</sup> Rd, Chambers, NE 68725. Salary will be based on experience.

- Cover letter, resume and two letters of reference (letters of reference should come from the reference directly) in PDF format
- One photo at 300 dpi, minimum 5"x7" or 8"x10", in JPG format
- One social media post/graphic or event flyer