



Member Programs and Services Manager Idaho Cattle Association Job Description

The position of Member Programs and Services Manager for the Idaho Cattle Association (ICA) is established primarily to coordinate ICA member services, coordinate external programs and provide staff assistance in the day-to-day business of handling issues. The Member Programs and Services Manager will report to the Director of Communications & Industry Relations.

SPECIFIC RESPONSIBILITIES:

- Coordinate contributions to and facilitate production of ICA print and digital publications.
- Assist in all office printing and mailing logistics.
- Provide support for directed ICA communications.
- Assist ICA staff in executing the overall objectives of the organization.
- Assist in maintaining the ICA membership database.
- Maintain knowledge of, perform research and summarize all industry news and media presence.
- Build working relationships with industry professionals.
- Assist in recruitment and retention of sponsorships and advertising partners.
- Promote ICA's brand equity and image through multiple venues and channels.
- Attend and participate in field meetings with producers, agency staff, cooperating businesses, and outside organizations.
- Assist in facilitation of special events.
- Gather and distribute pertinent regulatory and technical information to members in a timely manner.
- Gain knowledge and disseminate information in educational format to association members regarding external partner programs.
- Collaborate on ideas and action to increase recruitment and retention of membership base throughout the industry and the state.
- Other duties as assigned

Qualifications:

-Preferred Bachelor's Degree in areas of Agriculture or Communications, or strong beef industry knowledge in lieu of degree in these areas

- Ability to perform many tasks, independently and as part of a team.
- Clean driving record and the ability to travel occasionally including some evenings and weekends when duties require.

- Physical demands associated with this position include ability to lift up to 40 pounds regularly, ability to sit or stand for extended periods of time, as well as kneeling or stooping periodically.
- Candidate must be proficient in the use of Microsoft suite, as well as familiar with various Adobe products and web-based design products (such as Canva), and possess ability to learn new programs if necessary.
- Display exceptional written & verbal communication skills.
- Full-Time exempt position working from the Boise office located at 2120 W Airport Way.

Compensation:

Base salary with commission opportunities available, dependent upon qualifications & experience
Benefits include PTO & health insurance for employee

To Apply:

Please send cover letter and resume including three references to:

Cameron Mulrony
Idaho Cattle Association
2120 W Airport Way
Boise, Idaho 83715

Or Email to:
cameron@idahocattle.org

Open until filled, first review begins June 1, 2024.