

Administrative Assistant

Estimated Breakdown of Staff Time:

60 % Ohio Cattlemen's Association
35 % Ohio Beef Council
5 % Ohio Cattleman Magazine

Send Cover Letter & Resume to:

Elizabeth Harsh, Executive Director
Ohio Beef Council
10600 U.S. Highway 42
Marysville, Ohio 43040
614-873-6736 eharsh@ohiobeef.org

Requirements:

To effectively handle the position, the individual needs a B.S. degree or related work experience. Possess proven organizational skills, be detail oriented and able to prioritize tasks, balance multiple priorities and meet deadlines. Customer service oriented with excellent phone skills and familiarity with database management skills necessary. Graphics design skills and proficiency with Adobe InDesign and Adobe Photoshop are preferred. Agricultural background required, cattle background preferred. Late evening travel and weekend responsibilities are necessary to accommodate some functions. Occasional overnight travel required.

General Responsibilities:

- Responsible for overseeing daily office activities to ensure smooth operations and performing related administrative duties to support the separate missions and goals for the Ohio Cattlemen's Association (OCA) and the Ohio Beef Council (OBC).
- General office work, including managing various computer databases, receptionist duties, shipping materials and mailings, ordering supplies, coordinating storage and display materials.
- Provide event support and communications and graphic design support for other staff members.

Specific Responsibilities:

Serve as receptionist, answer phones and provide program support services, including graphics design support.

Update computer databases and mailing lists as directed and coordinate registration for OBC & OCA programs.

Process OCA memberships and maintain accurate OCA membership database.

Record all income in office electronic check register on a daily basis and process all credit card payments.

Coordinate some planning and implementation of OCA youth programs (in cooperation with Director of Youth Programs) May include the Best of the Buckeye (BOTB) program and BEST program, staffing BEST shows, fielding phone calls, and points calculation and assisting with OCA Cattlemen's Camp.

Responsible for processing all emails through the beef@ohiobeef.org and cattle @ohiocattle.org addresses, includes timely responses and follow-through on all emails.

Responsible for meeting scheduling, including coordination of caterers, room setup and preparation of refreshments.

Coordinate all mailings and shipments of educational materials and any bulk mailings.

Responsible for monitoring inventory and securing office supplies and meeting supplies, including post office errands, etc.

Aid Director of Public Relations & Consumer Marketing in monitoring inventory of OBC promotional materials and storeroom maintenance procedures.

Aid in coordination of OBC and OCA programs and events as needed.

Responsible for filling requests for checkoff non-producer status (NPS) forms and refund forms.

Aid in all OCA membership renewal mailings and all follow-up membership mailings, such as membership cards.

Coordinate preparation and distribution of OCA new member packets.

Responsible for copying and mailing Collection Point Updates and remittance forms.

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