

COMMUNICATIONS COORDINATOR

Qualifications: This is a part-time contract position (est. average of 3 days/week) responsible for building and maintaining relationships with a wide range of stakeholders for an association management company. The ideal candidate will have strong people skills as well as the ability to multi-task. Demonstrated sales, communications, and/or public relations skills are preferred. The ability to effectively communicate verbally and in writing is also essential. Limited travel is required.

Preference will be given to candidates who are willing/ able to work from the Pierre, SD office. Possibility for position to become full-time, depending on performance.

Communications Responsibilities:

- Develop and maintain online presence for client associations with social media outlets (i.e. Facebook, Twitter, Instagram);
- Provide regular content updates for client association apps, to include written, audio and video content and plan and schedule push notifications through the app;
- Update and maintain client association web sites and ensure content is refreshed regularly;
- With the Executive Director, compose and distribute press releases as needed and serve as media liaison;
- With the Executive Director, draft and/or edit weekly radio report and other comments and letters as needed;
- With SAS staff, write, edit and publish weekly e-mail bulletins for client associations and maintain relevant e-mail distribution lists;
- With SAS staff, write, edit, publish member magazines/newsletters and manage distribution;
- Develop and manage advertising for client association print and electronic publications;
- Create marketing materials as needed for client associations, including but not limited to: meeting notices, membership recruitment and retention letters/brochures, annual convention, advertising, etc.

General Responsibilities:

- Assist with other client association events as needed, i.e. conventions, workshops, etc.;
- Participate in client association meetings upon request;
- Assist with general office duties as needed.

Required Computer Skills:

Microsoft Outlook; Microsoft Word; Microsoft Publisher or other desktop publishing platform; Microsoft FrontPage; Social networking sites (Facebook, Twitter, Instagram); InDesign desktop publishing experience a plus.

Compensation:

- Estimate 3 days per week.
- Monthly stipend of \$1200 per month with potential to earn advertising sales commissions.

To Apply:

Please email cover letter and resume to Jodie Anderson, at executive@sd cattlemen.org or to Ashley Kohls at ashley@mnsca.org. Position is open until filled with initial application deadline of April 1, 2019.