

POSITION DESCRIPTION

POSITION TITLE: Communications Administrative Assistant

LOCATION: Within SUDIA Region

SUPERVISOR: Director of Communications and Farmer Relations

EMPLOYEES SUPERVISED: N/A

FLSA CLASSIFICATION: Non-Exempt

POSITION SUMMARY:

This position reports to the Director of Communications and Farmer Relations and assists the department by implementing broad-ranging administrative duties, including handling public inquiries, duplicating and disseminating informational materials, handling logistics for meetings and events, making travel arrangements, processing invoices and contracts, maintaining office archival systems, keeping inventories of supplies and publications, transcribing, and other administrative matters. Carries out responsibilities that help fulfill the mission of the Association: Everything we do is market-focused and proactively promotes and protects the interests of the Southeast dairy farm families.

POSITION ACCOUNTABILITIES & RESPONSIBILITIES:

ACCOUNTABILITY 1: Provides administrative and communications support for Director of Communications and Farmer Relations

- a. Provides general administrative support for the communications and farmer relations department
- b. Prepares accurate correspondence, reports, and documents.
- c. Maintains organization's membership database and spreadsheets; may also analyze data and design/generate associated report.
- d. Maintains office files, Farmer Relations staff weekly reports, updated mailing and contact lists, results management files, and events calendar.
- e. Maintains and helps develop presentation materials for Communications and Farmer Relations department.
- f. Assists with Power Point presentations, content development and editing.
- g. Assists with special projects and other meetings as requested.
- h. Opens and routes incoming mail; including invoices, processes outgoing mail and UPS.
- i. Handles all copying, filing, correspondence and faxing.

ACCOUNTABILITY 2: Communications and relationship building.

- a. Handles incoming calls in a cordial and professional manner.
- b. Serves as customer service representative and contact for our dairy farmer membership for materials ordering and general inquiries regarding meetings and events.
- c. Assists state Farmer Relations Managers with member communications activities.
- d. Works with state entities as needed for special projects (i.e. – June Dairy Month activities for 4-H).

ACCOUNTABILITY 3: Meeting planning and program management.

- a. Serves as meeting planner for our nine state boards – Alabama, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and Virginia Boards and annual meetings; prepares meeting folders for State Boards and committee meetings and other materials
- b. Schedules meetings and handles logistics for meetings and special events.
- c. Assembles state ag in the classroom materials and coordinates June Dairy Month contests.

Performs other duties and responsibilities as necessary.

POSITION REQUIREMENTS:

Minimum Qualifications

Proficiency in MS Word, Excel, PowerPoint, strong grammar and basic writing skills, strong computer software and Internet research skills. Very strong organizational skills and follow through, attention to detail, ability to juggle multiple tasks and projects, good judgment, and confidentiality. Ability to perform each essential duty satisfactorily. Requirements and competencies include, but are not limited to, those listed below which are representative of the knowledge, skill and/or ability required to perform this job.

Education and Experience:

A Bachelors in Communications or related field is preferred. At least two years of administrative and/or communications support and computer experience. Administrative skills/technical training preferred.

Knowledge, Skills and Abilities

1. Ability to work independently with little supervision.
2. Good organizational skills; ability to manage time effectively, prioritize and handle multiple tasks/projects, and meet deadlines.
3. Excellent interpersonal, verbal and written communication, and customer service skills; demonstrated team-building ability.
4. Ability to follow directions with a high level of proficiency and accuracy in all duties performed.
5. Proficiency in Microsoft Office Suite of software Programs (MS Word, Excel, PowerPoint, Access, Outlook) and similar programs.
6. Ability to comply with Company Mission, Vision, Values, Strategic Objectives and Policy Manual.

7. Ability to travel, primarily within the SUDIA region for meetings.
8. Ability to transport company material and to lift heavy boxes of at least 25 pounds.
9. Ability to perform other duties and responsibilities as necessary.

Prepared by: _____ Date: _____
SUPERVISOR

Reviewed by: _____ Date: _____
STAFF MEMBER

Approved by: _____ Date: _____
GENERAL MANAGER

This position description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow other instructions and to perform other duties requested by his or her supervisor.

Revised 08/14/2017