

Communications Director
Idaho Cattle Association
Job Description

The position of Communications Director, for the Idaho Cattle Association, is established primarily to coordinate all of ICA communications and provide staff assistance in the day-to-day business of handling issues. The Communications Director will report to the Executive Vice President (EVP).

SPECIFIC RESPONSIBILITIES:

- Coordinate ICA Publications and personnel utilized in the execution of the program
- Plan, monitor, and manage performance of communications programs
- Manage all office printing and mailing logistics
- Monitor, edit, and assist all ICA communications including comments, letters, and official documents
- Research and summarize all industry news and media presence
- Build working relationships with media professionals
- Produce press releases, events, and positive media for ICA and the states cattle industry
- Promote ICA's brand equity and image through multiple venues
- Manage ICA's web presence including social media, general inbox's, executive update, and additional updates
- Develop promotional items, awards, and creative programs that assist communications and overall ICA brand
- Coordinate with the appropriate Chairman and staff in planning, organizing and publicizing official meetings, seminars and other activities.
- Develop official association positions and comments, consistent with ICA policy, including written and oral testimony, or responses relating to state and federal regulatory activities, environmental impact statements, legislation, and other relevant issues, and draft future policy for membership consideration. This work will be done in cooperation with and in assistance to the appropriate Council and Committee Chairman and EVP.
- Attend and participate in field meetings with producers, agency staff, cooperating businesses, and cooperating organizations.
- Plan and coordinate special events focusing on profitability.
- Gather and distribute pertinent regulatory and technical information to members in a timely manner.
- Assist in recruitment and retention of membership base throughout the industry and the state.
- Other duties as assigned

Qualifications:

Bachelors Degree in areas of Agriculture or Communications preferred.

Ability to perform many tasks, independently and as part of a team. Qualified candidates will give attention to detail and accuracy while assisting to provide dynamic and creative materials for the ICA leadership and staff while meeting deadlines and goals of the organization.

Clean driving record and the ability to travel occasionally including some evenings and weekends when duties require.

Candidate must be proficient in the use of Word, Excel, Power Point programs.

This is a Full Time exempt position working from the Boise office located at 2120 W Airport Way.

Compensation:

Salary: Dependent upon Qualifications and Experience
Health Benefits

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 December 15th 2017.