

**Membership Coordinator**  
**Idaho Cattle Association**  
**Job Description**

The position of Membership Coordinator for the Idaho Cattle Association (ICA) is established primarily to coordinate activities and recruit membership for the association. This position will also provide staff assistance in the daily activities of the association. The Membership Coordinator will report to the Executive Vice President (EVP).

**SPECIFIC RESPONSIBILITIES:**

- Coordinate ICA membership activities and recruitment strategies
- Plan, monitor, and manage performance of membership programs
- Assist ICA staff in executing the objectives of the organization
- Assist in maintaining the ICA membership database
- Assist with ICA communications including comments, letters, and official documents
- Build working relationships members and industry professionals
- Promote ICA's brand equity and image through multiple venues
- Develop promotional items, awards, and creative programs that build the ICA brand
- Coordinate with the appropriate staff and leadership in planning, organizing and publicizing official meetings, seminars and other activities
- Attend and participate in field meetings with producers, agency staff, cooperating businesses, and cooperating organizations
- Plan and coordinate special events
- 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:**

Bachelor's 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.

This may be a full or part time exempt position working from the Boise office located at 2120 West Airport Way.

**COMPENSATION:**

Salary: Dependent upon qualifications and experience  
Health benefits for full time employment

**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](mailto:cameron@idahocattle.org)

**Open until filled. First review begins May 18, 2018.**