

**Communications Director**  
**Idaho Cattle Association**  
**Job Description**

The Idaho Cattle Association (ICA), is seeking candidates for the position of Communications Director. The Communications Director is responsible for the development and execution of the organization's communication efforts. These duties may include but are not limited to; internal and external communications, industry-related issues management, event marketing, media relations, and management of ICA's online and print publications. The Communications Director will report to the Executive Vice President (EVP).

**SPECIFIC RESPONSIBILITIES:**

- Publish and design all ICA publications and communicate with personnel utilized in the execution of the publications. Including but not limited to creating content, editing articles, tracking deadlines, communicating with advertisers, and managing the staff and writers involved in this process.
- Plan, monitor, and manage performance of communications programs
- Manage all office printing and mailing logistics
- Create/edit, monitor, 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 all social media outlets (Facebook, Instagram, and Twitter), the association website, general inbox's, executive update, and additional updates requested
- 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, Marketing, or Communications preferred.

Ideal candidates would have experience with graphic design, journalism, and social media.

Experience with Desktop Publishing or InDesign 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 1<sup>st</sup>, 2019.**