

## **JOB DESCRIPTION**

### **Director of Member Services**

REPORTS TO: Executive Vice President

#### FUNCTION:

Lead staff member for Membership Services to include the areas of association promotion and membership marketing, allied industry support, magazine revenue support, MCA junior members and young producer development. MCA operates in a team environment both in the office and the field. All employees are expected to contribute to the team effort of advancing the MCA mission. MCA staff must project a positive attitude and image of the organization and the beef industry.

#### Specific Duties and Responsibilities

##### Membership Services

- Provide oversight and general management of member recruitment and retention initiatives and programs.
- Maintain accurate and up-to-date membership records.
- Attend local chapter meetings and provide informative updates on industry topics as needed.
- Assist with the execution of MCA policy and legislative priorities on the local, state and national level.
- Lead the development of a Membership Marketing Plan and follow through on implementation and execution.
- Assist with set up, operation, and take down of Beef Barn concession at MS State Fair and Dixie National. Including coordinating volunteers and daily operation, along with other duties as assigned.
- Provide staff support for the Steering Committee and associated meetings
- Assist with advertising sales for *Cattle Business*.
- Create and type correspondence in support of MCA activities.
- Provide support to the Mississippi Junior Cattlemen's Associations activities. Assist in planning meetings and events. Attend and support all MJCA activities.
- Provide staff support for the Young Cattlemen Leadership Series.
- Other duties as assigned.

##### General Office Duties

- Answers incoming calls and provides or directs the caller to the appropriate individual.
- Type correspondence, operates copy machine, computer, assists in maintaining office files and performs other clerical task.
- Receive supplies and orders; inspects for quality and damage
- Assist bookkeeper with collecting and organizing financial information from membership and magazine.
- Responsible for maintaining copy machine, postage machine, and other office equipment.
- Assist in organizing and communicating information about annual convention and other
- Assist with organizing Steering Committee and Mississippi Beef Council meeting. Attend and take minutes of scheduled meetings.

## Minimum Qualifications

- Minimum of four year degree from an accredited college in a relevant area.
- Strong written and verbal skills
- Proficient in MS Office programs such as Access, Excel, and Word.
- Willingness to travel, both in and out of state.
- Ability to work on multiple projects at the same time.
- Self-starter with ability to work unsupervised.

Interested candidates can send a cover letter and resume to [andy@msbeef.org](mailto:andy@msbeef.org) or mail to 680 Monroe Street A, Jackson, MS 39202