



Special Projects Director

**North Dakota Stockmen's Association
407 S. Second St. • Bismarck, ND 58504
(701) 223-2522 • www.ndstockmen.org**

The North Dakota Stockmen's Association is seeking an enthusiastic, organized and creative professional with communication experience to direct special projects. Major tasks will include the management of youth and adult activities, as well as production support for the *North Dakota Stockman* magazine and other publications. This is a full-time position with the successful applicant reporting to the office in Bismarck. Some travel within the state, including overnight stays, will be required.

Skills/Qualifications:

Applicants should be proficient in event planning, graphic design, writing and public relations. Strong verbal, written, interpersonal and organizational skills; the ability to manage multiple tasks and deadlines; and livestock industry experience are essential. Applicants should have an agriculture, communications, public relations or related degree or equivalent and be proficient in Adobe Creative Suite and Microsoft Office computer programs. Applicants must demonstrate a strong work ethic and a commitment to the objectives of the organization.

Responsibilities:

The special projects director will have the following primary responsibilities:

- *Coordinate special projects and youth activities, including but not limited to the All Breeds Cattle Tour, North Dakota Junior Beef Expo, Mentoring Program and Tomorrow's Top Hands Beef Leadership Summit. Tasks include administrative functions, committee coordination, fund-raising, financial reporting and pre- and post-publicity.*
- *Manage the NDSA's Environmental Stewardship Award Program. Tasks include soliciting nominees, interviewing and photographing applicants and their operations, writing and designing applications, working with references and conducting pre- and post-publicity.*
- *Provide graphic design, advertising relations and production support for the North Dakota Stockman and other association publications and projects. Tasks include graphic design, advertising solicitation and correspondence and livestock and people photography.*
- *Produce the NDSA Calendar. Tasks include selling advertising, designing the publication and preparing the project for the printer.*
- *Coordinate the association's Allied Industries Program. Tasks include working with new and existing advertisers and sponsors to develop and coordinate marketing opportunities.*
- *Others as directed to support other staff and volunteer leaders.*

Compensation:

The special projects director will be offered a competitive compensation and benefits package, including health insurance and a 401(k) savings plan with a company match.

To Apply:

Applicants should send a cover letter, resume (with reference names), college transcript (original or copy) and a design or writing sample to North Dakota Stockmen's Association, 407 S. Second St., Bismarck, ND 58504. The deadline is April 20.

Timeline:

The special projects director position is expected to be filled in Spring 2018.