



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, adult and allied industry activities, as well as the production of the *North Dakota Cattle Directory* and support for the *North Dakota Stockman*. 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 and the ability to manage multiple tasks and deadlines are essential. Livestock industry experience is preferred. 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 and Tomorrow's Top Hands Beef Leadership Summit. Tasks include administrative functions, committee coordination, fundraising, 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.*
- *Produce the North Dakota Cattle Directory. Tasks include selling advertising, designing the publication and preparing the project for the printer.*
- *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 livestock and people photography.*
- *Coordinate the NDSA's Allied Industries Program and Trade Show. Tasks include working with new and existing advertisers and sponsors to develop and execute marketing opportunities.*
- *Others as directed to support 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 July 15.

Timeline:

The special projects director position is expected to be filled in Summer 2020.