

Minnesota Beef Council

Maple Plain, Minnesota

Company: The Minnesota Beef Council (MBC) was organized in 1969 to plan, implement and conduct programs of promotion, research, education designed to strengthen the beef industry's market position in Minnesota. The Minnesota State Cattlemen's Association (MSCA) is a non-profit trade association that represents cattle interests in the State of Minnesota.

Job Description: This selected individual will be responsible for management of the Beef Quality Assurance Program (BQA) in Minnesota and will serve as the staff leader for the Minnesota State Cattlemen's Association (MSCA). This includes serving as a spokesperson for the organization and assisting in organizational management.

Requirements and Qualifications: This position requires an associate degree or bachelor's degree in agriculture, animal science, agricultural education or a related field.

The ideal candidate will have excellent written and verbal communication skills. The candidate must have an entrepreneurial spirit, be comfortable being part of a small team, have a take charge attitude and be able to work independently with little supervision. This person should be someone who has an understanding and appreciation for agriculture and the beef industry.

Compensation: This is a salary position. Depending on qualifications, the position will start at \$40,000 - \$55,000, along with a competitive benefit package including health, dental and retirement.

Position Timeline: Deadline for applications is January 15, 2020. The suggested starting date is March 2020.

Schedule and Location: This position is a full-time 40-hour week position. Office hours are from 8:00 a.m. to 4:30 p.m. The Minnesota Beef Council office is located in Maple Plain, MN.

How to Apply: Applications may be submitted by email, mail or fax. Send cover letter and resume to:

**Minnesota Beef Council
PO Box 39
5469 Hwy. 12
Maple Plain, MN 55359
763-479-1011 (phone)
763-479-1015 (fax)
Karin@mnbeef.org**

Executive Director for the Minnesota State Cattlemen's Association & Beef Quality Assurance Coordinator for the Minnesota Beef Council

Under the supervision of the Minnesota Beef Council (MBC) Chief Executive Officer, the selected applicant is responsible for coordination of the Beef Quality Assurance program and overall staff management of the Minnesota State Cattlemen's Association (MSCA). This person will also be responsible for communicating with Minnesota cattle producers about the beef checkoff and how they can deliver the beef message on a local level through MBC's Local Producer Promotion Program. This person will act as a liaison with state and national groups, conduct educational programs and develop collaborations with partner organizations and stakeholder groups.

Responsibilities of the MSCA Executive Director and Beef Quality Assurance Coordinator are as follows:

1. Organizational
 - a. Organize meetings and events throughout the year
 - b. Manage membership renewals and solicit new memberships
 - c. Build relationships with local cattle organizations
2. Financial
 - a. Manage the financial affairs of the association
 - b. Propose an annual budget
3. Policy
 - a. Work with the MSCA contract lobbyist to manage state issues
 - b. Monitor state and federal legislative issues in collaboration with National Cattlemen's Beef Association
 - c. Report key issues back to the MSCA membership
4. Communications
 - a. Work with contractors to publish six newspapers per year
 - b. Develop and distribute e-newsletters
 - c. Make website updates
 - d. Respond to media calls
5. Beef Quality Assurance
 - a. Conduct certification workshops strategically throughout the state, as requested by producers
 - b. Assist local extension educators with coordination of BQA trainings in their areas
 - c. Develop and disseminate BQA & DBQA resources to producers, veterinarians and industry leaders
 - d. Serve as a representative of the BQA program to agencies, academia and other industry stakeholders
 - e. Incorporate Secure Beef Supply concepts in BQA trainings and events, while conducting larger scale trainings as needed
6. Miscellaneous
 - Manage warehouse operations including shipping, materials inventory, etc.
 - Assist in the planning and coordination of meetings and other events
 - Complete other related duties as assigned by the Chief Executive Officer or Board of Directors

MINIMUM QUALIFICATIONS

Education and Experience:

This position requires:

1. An associate degree or bachelor's degree in agriculture, public policy, meat science, animal science, agricultural education or a related field
2. Three to five years of experience in a related field such as public policy, education, agricultural communications or organizational management

Skills, Knowledge, and Abilities:

1. Excel in interpersonal skills with the ability to work courteously and cooperatively with farmers and ranchers, industry stakeholders, researchers, volunteers, media, colleagues, and staff
2. Excel in written and verbal communication skills with the ability to present effectively to large and small groups of all ages in a variety of settings
3. Demonstrate strong organizational skills with the ability to multi-task
4. Be proficient in computer usage and applications, including use of the internet and Microsoft Office
5. Be knowledgeable of the economic food sector with particular emphasis on beef and food safety
6. Possess a basic understanding of agriculture and the beef industry
7. Able to handle confidential information and exhibit problem solving capabilities
8. Able to work independently, but with the ability and desire to be a proactive team player within the council and beef industry
9. Previous experience working with volunteer leadership and public policy
10. Able and willing to travel to work events that occur occasionally on weekends or in the evening

Physical Requirements:

1. Must be able to stand for prolonged periods of time during trade shows and exhibits
2. Must be able to occasionally lift or move boxes of equipment weighing up to 40 pounds
3. Must be able to function in outdoor environments with extreme temperatures