

**Title:** Communications Coordinator

**Location:** Commerce City, Colorado (RAAA National Headquarters)

**Report to:** CEO

Application Process: Email [tombrink@redangus.org](mailto:tombrink@redangus.org) with cover letter and resume. Screening of candidates to begin immediately.

**Job Purpose:**

Primary purpose is to communicate with members, stakeholders, beef industry, and general public concerning the happenings, events, benefits and programs associated with Red Angus cattle and the people that raise them. Communication methods will include website, social media, and various types of printed materials.

**Qualifications:**

- Outstanding written and verbal communication skills
- Experience as an editor
- Knowledge of print, electronic, and video media (Adobe Creative Suite)
- Evidence of previous design work
- Five or more years of experience in related fields
- Ability to work in a team-focused environment
- Well-versed in existing and emerging social media
- Excellent computer skills
- Beef cattle background is preferred

**Responsibilities:**

- Manage RAAA website (including content, layout, updates, etc.)
- Manage breeder's links on the website including providing the annual billing
- Manage social media marketing campaigns and day-to-day activities.
- Produce internet communications with members and stakeholders (i.e. eNews, eBlasts, and multiple other outlets).
- Manage Affiliate Grant Program (cooperative advertisement program between state/regional groups and RAAA).
- Oversee promotional materials for convention, membership, office visitors, and breed promotional materials
- Team member for event planning (Annual Membership Convention, Board Meetings, Educational events).
- Other responsibilities based as determined by the CEO.

**Education:**

Minimum of a Bachelor of Science degree plus work experience in one or more of the following areas:

- Ag Communication/Journalism
- Website design and content management
- Animal Science