



RED ANGUS ASSOCIATION OF AMERICA

4201 N. Interstate 35 • Denton, TX 76207-3425 • (940) 387-3502 • Fax 888-829-6069

Job Title: Junior Programs Coordinator

Location: National Headquarters in Denton, Texas (other locations considered)

Report to: CEO

Job Description:

To develop, implement, chaperone and evaluate Junior Red Angus Association (JRA) leadership and educational programs, activities and events. A major emphasis will be placed toward providing youth (primarily JRA members and those youth interested in Red Angus) a variety of leadership building opportunities, networking, and beef industry experiences. The position will need to provide different communication channels targeting the JRA membership and families as well as others to provide relevant information, updates, press releases and deadlines. This position will coordinate with Red Angus Foundation, Inc. (RAFI) and the Red Angus Association staff to develop and implement JRA fund raising efforts.

Job Requirements:

- Leadership and management experience.
- Ability to articulate a vision about preparing youth for the future.
- Highly positive and enthusiastic style capable of motivating others.
- Skills and energy to build teams and lead effective youth programs emphasizing leadership, Red Angus and beef industry issues.

Responsibilities:

- Develop, plan and budget all JRA activities, events, educational and leadership programs for all JRA members (21 and younger).
- Implement, execute and evaluate JRA programs, events, activities and contests.
- Coordinate and chaperone all Junior Red Angus National Board of Directors activities: director responsibilities, travel, lodging and chaperoning events.
- Edit, publish, and supervise printing and mailing, online junior newsletter, coordinate maintenance of JRA Social Media accounts and contribute to ARA Magazine.
- Provide relevant information, updates and deadlines to RAAA staff for Red Angus website.
- Provide specific information and details for construction of junior-related press releases.
- Preparation of JRA annual work plan and corresponding budget; supporting documentation from RAAA staff.

- Communicate all JRA financial transactions and supporting documentation with RAAA Accounting Director to ensure timely payments and/or billing.
- Coordinate with Red Angus Foundation, Inc. (RAFI) and RAAA staff to develop and implement JRA fundraising efforts.
- Coordinate any JRA related assistance with members' continued education.
 - Oversee Junior Intern program.
- Plan and execute specific activities and events of responsibility to include:
 - Round-Up
 - JRA Board at National Red Angus Convention
 - Junior National Red Angus Show
 - JRA Board participation in Youth Beef Industry Congress (even years)
 - Loaded 4 Leadership junior conference (Denver, even years)
 - Young Stockman Program (Denver, odd years)
 - JRA Contests: Essay, PowerPoint, Web Design, Graphic Design, etc.
- Communicate with junior advisors from State and Regional RAAA affiliates.
- Serve as staff representative to Junior Activities Committee. Communicate JRA activities, budget, contests and opportunities to the RAAA Board of Directors.
- Maintain a JRA office with voicemail and/or answering machine.
- Other responsibilities based on skill sets and determined by the CEO.

Education:

College graduate preferred. A combination of experience and training may provide the required knowledge, skills and abilities necessary to perform the essential job functions.

Direct reports: None.

*The **Red Angus Association of America (RAAA)** is an Equal Opportunity/Affirmative Action Employer. The RAAA serves the beef industry by enhancing and promoting the competitive advantages of Red Angus and Red Angus-influenced cattle. The RAAA provides commercial producers with the most objectively described cattle in the industry by seeking and implementing new technologies based on sound scientific principles that measure traits of economic importance. For more information, visit www.RedAngus.org.*

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