



JOB DESCRIPTION

Organizational Coordinator

FUNCTION:

Act as coordinator for GCA's activities including coordinating schedules, committee activities, committee minutes and ensuring positive service for our members. This position will also provide support for and under the direction of the Executive Vice President and will work on strategic projects to benefit the cattle industry in Georgia. This position will also ensure the smooth operation of the office including overseeing general office operations and organizing supplies. GCA operates in a team environment both in the office and the field. All employees are expected to contribute to the team effort of advancing the GCA mission. GCA staff must project a positive attitude and image of the organization and the beef industry.

RESPONSIBILITIES:

Coordination

- Create and develop committee meeting materials including agendas, handouts and preparation of minutes in consultation with the Committee Chairs for all of GCA's committees
- Create meeting appointments for in-person and zoom meetings and coordinate activities to ensure the success of committee activities.
- Provide staff coordination and planning for the Events and Awards Committees, under the direction of the EVP.
- Coordinate GCA's general calendar for staff, coordinating schedules of staff and volunteer leaders.
- Secure meeting needs to ensure that guests are cared for and their needs are met.

Assistance

- Provide support for and under the direction of the Executive Vice President in carrying out strategic initiatives for the organization.
- Schedule meetings, follow-up on correspondence and ensure quality relationships with stakeholders outside of the organization.
- Provide support for GCA functions under the direction of the Executive Vice President.
- Work with staff and volunteers to accomplish tasks and projects beneficial to the industry.
- Assist with accounting and clerical tasks on a weekly basis.
- Support efforts to and solicit new and renewal membership through GCA's regular membership activities.

Operations

- Order office supplies and support organizational operations.
- Answer phones and ensure the highest level of support for our members.
- Coordinate office needs as they arise.

Additionally, candidate will contribute to completion of other Association pertinent projects and tasks as they arise and are appointed.

Qualifications:

- Bachelor's degree in animal science, agribusiness or related fields preferred

- Strong written and verbal skills
- Outgoing personality
- Proficient in PowerPoint and MS Office programs
- Willingness to travel, both in and out of state as needed
- Willingness to relocate to Macon, GA
- Eager to learn and apply new knowledge
- Self motivated and responsible

Please send resume and cover letter to GCA Executive Vice President, Dale Sandlin, at dale@gabeef.org or P O Box 27990, Macon, GA 31221.

The Georgia Cattlemen's Association is an Equal Opportunity Employer. It is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, disability or age.