



IAC Vacancy Announcement

Position:

Marketing & Events Coordinator

OVERVIEW

Closing Date: **March 31, 2020**

Salary

Based on experience & qualifications

Work Schedule

Full-time permanent, remote

DUTIES

Summary

Do you want to work for an organization whose mission is "To provide a unified effort to promote change in Indian Agriculture for the benefit of Indian People"? The Intertribal Agriculture Council (IAC) was founded in 1987 to pursue and promote the conservation, development and use of our agricultural resources for the betterment of our people. Since that time, IAC has grown to prominence in Indian Country, among the federal government agencies and the agricultural field with which it works on behalf of individual Indian producers and Tribal enterprises. The IAC is widely recognized as the most respected voice within the Indian community and government circles on agricultural policies and programs in Indian country.

The IAC conducts a wide range of programs designed to further the goal of improving Indian Agriculture. The IAC promotes the Indian use of Indian resources and contracts with federal agencies to maximize resources for Tribal members.

Duties and Responsibilities:

This position is a multi-tasking position under the direct supervision and guidance of the Finance & Operations Director. The successful candidate will plan, produce, and oversee execution of marketing and communications plan activities including media, promotions, website, and collateral materials. Will be responsible for developing materials to deliver the organization's messages to the public, the media and stakeholders. This position will coordinate conferences, meetings, seminars, and other events.

The successful applicant is expected to know and work in all facets of the Intertribal Agriculture Council, carrying out the following duties:

Marketing and Communications

- Provide support and assistance in planning, developing, producing, and delivering marketing and communications materials
- Manage development, production, and distribution of promotional and collateral materials
- Develop and oversee the communications calendar to ensure timely execution of the program
- Use contact management systems and other social media to create and send emails, newsletters, etc.
- Prepare written materials including some marketing copy, business communications, reports, and presentation scripts
- Write and distribute press releases
- Be responsible for ensuring accuracy in information and proofreading
- Analyze marketing and communications programs and make recommendations to adjust strategy and tactics to increase effectiveness

Events and Programs:

- Coordinate on-site arrangements for all meetings and events
- Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, ensure appropriate décor
- Serve as liaison with vendors on event-related matters
- Assist with preparing budgets and provide periodic progress reports for each event project
- Keep track of event finances including check requests, invoicing, and reporting
- Close out all events as required
- Propose new ideas to improve the event planning and implementation process

Administrative/Customer Service and Support:

- Maintain and update databases, including contact management system mailing lists
- Complete special projects as assigned by the Director of Programs
- Perform other administrative duties for IAC and program staff as needed
- Other general duties as determined by the Director of Finance & Operations or Director of Programs

Position Requirements:

- Flexibility.
- Excellent written and verbal communication skills, including:
 - Writing
 - Proofreading
 - Copy editing
 - Ability to clearly communicate information effectively and persuasively
- Ability to develop and maintain strong working relationships both internally and externally, including media contacts and vendors; ability to develop timelines and meet deadlines; strong detail orientation; high standards for quality work; personable demeanor/excellent customer service orientation

- Ability to handle multiple projects concurrently
- Outstanding organizational skills:
 - Meeting coordination
 - Event planning
 - Publication scheduling
- Desktop publishing abilities:
- Basic graphic design

The ability to communicate orally and in writing with diverse interest groups, ranging from Indian Producers to dignitaries is also a critical skill necessary for the position. A working knowledge of Tribal sovereignty, Tribal government issues, and operation and reservation communities is preferred.

The successful applicant will work with all other staff in accomplishing the goals of the organization related to IAC and assisting with outreach and related functions to ensure Tribes and Producers are aware of the program and participating at their capability level.

TRAVEL

Extensive and extended travel required for field visits, training, meetings, and work related activities.

REQUIREMENTS

Qualifications:

- Education – Associates Degree essential, Bachelor's Degree preferred. Desired course of study: marketing, communications, event planning, or equivalent experience;
- Minimum 2 years experience;
- Ability to use social media to create and send emails, newsletters, etc.
- Computer proficiency: word-processing, spreadsheet, PowerPoint, and database management;
- Bookkeeping experience;
- Excellent organizational and office skills;
- Strong communication and interpersonal skills; Sound decision-making ability;
- Ability to work independently while maintaining effective working relationships with co-workers, supervisors, customers, and the general public;
- Enthusiasm for the mission of IAC.
- Must possess and maintain a valid driver's license.

Selection Procedure:

Applicants will be evaluated based on qualifications for this position as evidenced by the education, experience, and training you describe in your resume and cover letter. Applicants who meet the basic minimum qualification requirements and are determined to be among the best qualified candidates will be invited to participate in an interview.

Benefits:

Full health, life, and dental insurance; 6% of the annual salary will be contributed to a retirement account. Eligible for holiday, annual, and sick leave as established in the personnel policy.

HOW TO APPLY

Submit required documents via email only to: donita@indianag.org

Required Documents:

The following documents are required for your application to be complete. Failure to submit required, legible documents may result in loss of consideration.

- Cover Letter
- Resume
- Create a sample brochure marketing yourself for the position

PLEASE NOTE:

In the interest of filling this position as efficiently as possible, we are requiring the following:

- If called for an interview, applicants must be available to interview by phone or in person within 3 business days of being contacted.
- If a tentative job offer is extended, the selectee will have 2 business days in which to accept or decline.

Equal Employment Opportunity Policy:

The Intertribal Agriculture Council does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

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