



## **American International Charolais Association**

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### **Job Description-Foundation and Youth Events Coordinator**

The American-International Charolais Association is seeking candidates for Foundation & Youth Events Coordinator based in Kansas City, Mo. The ideal candidate will have a strong background in the beef industry, excellent communication skills and youth development interest in beef industry & leadership activities. Proven event planning experience is preferred.

- Assist in coordination of events and educational activities including the AIJCA Junior National Show & Leadership Conference and CharFocus Youth Conference.
- Collaborate alongside Junior National planning committee and Junior Board on fundraising efforts.
- Work with the membership, AICA committees and board to expand the impact of the AIJCF and ACF foundations.
- Process sponsorship donations and contribution acknowledgments.
- Mentor AIJCA Junior Board.
- Create event promotional pieces and exhibitor correspondence
- Manage AIJCA social media and website content and coordinate updates.
- Travel to ROE and AIJCA Shows as assigned.
- Assist in ACF and AIJCF office procedures.
- Produce digital content for website banner ads and email blasts.
- Ensure connectivity between web, email, and social messaging

**Skills / Requirements:**

- Excellent communications skills, including telephone, written and presentation skills.
- Attention to detail, ability to juggle multiple competing priorities.
- Superb customer service skills and attitude.
- Working knowledge of Canva and Adobe creative products such as InDesign and Photoshop.
- Ability to work independently as well as in a team environment.
- A positive attitude and willingness to learn.
- Proficient with Google Docs and Microsoft Office, including Word, Excel, PowerPoint and Access.

**Education/Experience:**

- Bachelor's degree in agriculture communications or business, marketing, or related field.
- Livestock show and show management experience preferred.

AICA employees enjoy a strong benefits package including medical insurance, dental insurance, vision coverage, life and disability insurance, and an employer-funded pension. To apply, please send your cover letter, resume to Brett Spader, Executive Vice President at [bspader@charolaisusa.com](mailto:bspader@charolaisusa.com).

The American-International Charolais Association is committed to advancing the Charolais breed through genetic improvement, research, education, and marketing. With a dedication to excellence and innovation, the AICA works to support breeders and promote the value of Charolais genetics in the beef industry.