Belstra, a growing agribusiness company in Indiana, is searching for a self-motivated, detail-oriented Marketing Educational Outreach Associate to work within our company. This position is for an individual who will be working with our internal and external community and employee outreach along with assisting in administration and educational activities of the LEAP foundation. The operator must work in compliance with all the company policies, local, state, and federal policies, laws, and regulations. Belstra offers competitive wages, insurance benefits, retirement plans, earned time off, clothing allowance, and paid holidays.

Job Duties and Responsibilities (included but not limited to):
- Designing and producing monthly newsletters in English and Spanish
- Updating our employee communication channel “Enplug”
- Creating flyers for internal and external announcements/events
- Photographing and assisting in company events
- Working with HR on requested employee material
- Posting company information on social media outlets
- Performing administrative support for the LEAP Foundation
- Tour guide for virtual field trips “There’s a Pig in My Classroom”

Skills and Requirements (included but not limited to):
- Interpersonal skills
- Attention to detail
- Verbal and written communication
- Organizational skills
- Creativity
- Adobe experience

Education and Experience:
- High school diploma or G.E.D.
- Associate or bachelor’s degree in marketing or communication
- Previous work experience in marketing