CONFIDENTIAL

Indiana Beef Cattle Association
8425 Keystone Crossing, Suite 240
Indianapolis, IN 46240
(317) 293-2333

POSITION: Executive Assistant / Special Events Coordinator

JOB DESCRIPTION

The Executive Assistant / Special Events Coordinator shall assist the Executive Vice President in the management of the office, provide support services to other professional staff members, when necessary, and coordinate special events of the Indiana Beef Cattle Association.

Recommended Educational Background/Skills:
- High School Degree required
- College Degree preferred
- Computer proficiency and willingness to participate in training
  - Word Processing
  - Data Entry
- Strong Interpersonal Skills
- Task Oriented
- Self-Motivated
- Ability to balance many tasks simultaneously
- Good telephone skills and etiquette

Staff/Office Teamwork Expectations:
- Conducts self with a positive attitude about the programs and projects that IBCA is working to accomplish.
- Communicate often with the Executive Vice President and all staff members to foster a cooperative and collaborative work environment.
- Exhibit professionalism, courtesy and trust with other staff members.
- Have fun!

Roles and Responsibilities:
- Assist the Executive Vice President (EVP) with office management.
- Serve as the office receptionist to professionally greet office visitors, answer telephones, screen and route calls.
- Serve as staff coordinator and publisher for the Indiana Beef magazine.
- Serve as staff contact and coordinator for: the Indiana State Fair Cattlemen’s Club Food Stand, Hoosier Beef Congress, the IJBC and the IBCA Annual Convention.
- Open and distribute mail to the appropriate staff.
- Manage the office supply system including ordering, stocking and organizing.

- Maintain the office, conference room and kitchen area.

- Assist with meeting arrangements in the IBCA office, including scheduling, meals and equipment needs.

- Assist the EVP with office administrative duties.

- Assist the EVP in providing presentations to producer groups, allied industry supporters, and the general public.

- Assist in writing articles and helping to prepare materials for media purposes.

- Perform other tasks and duties as requested by the EVP.