

ANGUS

THE BUSINESS BREED

POSITION POSTING

The American Angus Association is seeking full-time candidates for an experienced and well-organized **Marketing Coordinator** to provide marketing support to Angus Media and the Business Development team. The successful candidate will perform a variety of integrated digital and print marketing functions as well as administrative tasks for Angus Media as needed.

POSITION RESPONSIBILITIES:

- Update client spreadsheets and files with the most recent interactions, proposals, sponsorships and tradeshow information
- Create and format media proposals for corporate clients
- Collaborate on the development of presentations for client meetings
- Proofread and edit documents as needed, using a high-level of attention to detail
- Attend client meetings (as needed)
- Ensure digital and print media campaigns are executed according to signed media proposals
- Utilize design tools for basic formatting and creative when needed
- Analyze data from various sources
- Assist with special events and projects to promote marketing strategies and company goals
- Work across multiple departments to execute given tasks
- Coordinate meetings and minutes as needed
- Other duties as assigned

REQUIREMENTS:

- Well-organized and responsible with an aptitude in problem-solving and multi-tasking
- Excellent verbal and written communication skills
- Good computer skills, including knowledge of Microsoft Office, specifically Excel and PowerPoint
- Ability to work in a fast-paced, strict-deadline environment, meeting regular deadlines
- A team player with high level of dedication
- Ability to work independently
- Ability to take on new tasks with urgency and attention to detail
- Ability to work with little direct guidance and take ownership of his/her work
- Ability to assess various forms of analytics and provide updates as needed

EDUCATION/EXPERIENCE:

- Bachelor's degree in marketing, communications, journalism, public relations or equivalent work experience, preferred
- Experience as a sales or marketing coordinator or other administrative position would be considered a plus
- Certification in sales or marketing would be an asset
- Cattle/Livestock sale background a plus, but not required
- One to three years of related experience in digital, social and/or print media is preferred

Employees of the Association enjoy a strong benefits package including medical insurance, dental insurance, vision coverage, life and disability insurance and a 401K. Personal Time Off (PTO) is also included.

If you are interested, please submit a cover letter, resume and salary requirements to careers@angus.org.

The American Angus Association is the nation's largest beef breed registry with nearly 25,000 adult and junior members. The Association's goal is to serve the beef cattle industry, and to increase the production of consistent, high quality beef that will better satisfy consumers throughout the world. The Association is comprised of the parent company, the American Angus Association located in St. Joseph, MO, along with its four subsidiaries: Angus Genetics Inc., Angus Productions Inc., Certified Angus Beef LLC and the Angus Foundation. The American Angus Association is an EOE.