



## Coordinator, Programs Texas Beef Council

### SUMMARY

The Coordinator, Programs supports the Texas Beef Council's (TBC) promotion, research, and education efforts as a key member of a fast-paced team of professionals. This essential role has broad visibility to foodservice, retail, administrative, and producer-facing staff members and supports the numerous programs executed on behalf of our stakeholders and partners. This includes coordinating educational initiatives and communicating with industry stakeholders, such as producers, retailers, and foodservice operators.

### ESSENTIAL FUNCTIONS

***An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the tasks the employee may be expected to perform.***

- Provide general administrative support for executive leadership and program staff.
- Assist with events and training sessions tailored for meat industry, retail, and foodservice professionals.
- Coordinate producer meetings and events: maintain a schedule, manage logistics (venue, catering, A/V), prepare materials, coordinate with industry partners, and manage registration and communication as needed.
- Assist with executing comprehensive communication strategies for diverse audiences (producers, stakeholders, retailers, and foodservice professionals), including scheduling, editing, and reviewing all communications for clarity, consistency, and alignment with organizational objectives.
- Support industry relations team through relationship management of key collection sites and field contractors, including answering inquiries and providing assistance as needed.
- Support the compliance team through various administrative tasks, including maintaining and updating databases, organizing documentation, and assisting with data entry and analysis.
- Attend producer meetings and industry events, representing TBC by proactively networking and sharing information with attendees.
- Assist with the implementation of beef production education and student-focused beef advocacy outreach programming.
- Assist with program budget tracking and program evaluations.
- Assist administrative team with overflow projects and serve as backup for administrative functions when necessary.
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

- EDUCATION - Minimum of a Bachelor's degree in a related field.
- EXPERIENCE - Minimum 0-2 years experience in agribusiness, marketing/advertising, animal science, meat science or food science. Additionally, proficiency in Microsoft Office programs and G-suite. Proficiency with Adobe is strongly preferred.
- EQUIVALENCY - None
- CERTIFICATION(S) - none
- SKILLS - Exceptional verbal and written communication skills and the ability to interact effectively with individuals at all levels within the company and industry. Ability to confidently deliver

presentations and represent TBC. Strong team player with meticulous attention to detail, adaptability, and a self-motivated work ethic. Solid understanding of the beef industry. Excellent writing, planning, communication, and interpersonal skills. Ability to work effectively under pressure. Proven ability to collaborate and cooperate with diverse groups and personalities. Exceptional organizational skills and attention to detail. Demonstrated ability to learn quickly and adapt to a fast-paced, dynamic team environment. A high degree of loyalty, dedication, and commitment to TBC and the beef industry.

## CORE COMPETENCIES

**Adaptability & Resilience** - Demonstrating energy and passion for work. Maintaining stable performance and composure under pressure. Turning difficulties and setbacks into opportunities for learning. Adapting quickly and resourcefully to change and competing or shifting priorities.

**Building Trust & Partnerships** - Interacting with others in a way that gives them confidence in one's intentions and those of the organization. Identifying opportunities and taking action to build trusting and strategic relationships (internal and external) to help achieve business goals.

**Communication** - Clearly and succinctly conveying information and ideas through a variety of media. Communicating in a focused and compelling way that engages others and helps them understand and retain the message.

**Courage** - Proactively confronting difficult issues. Seeking out those who can help solve a problem. Dealing openly and honestly with others and tolerating nothing less in return.

**Decision Making** - Identifying and understanding issues, problems, and opportunities. Comparing data from different sources to draw conclusions. Using effective approaches for choosing a course of action. Taking action that is consistent with available facts, constraints, and probable consequences.

**Driving for Excellence** - Setting high goals for personal and group accomplishment. Using measurement methods to monitor progress toward goals. Tenaciously working to meet or exceed challenging goals. Celebrating achievement and continuous improvement.

**Value Diversity** - Recognizing and utilizing the talents, contributions, insights, and skills of people from diverse backgrounds, cultures, and generations. Projecting a sincere appreciation and respect for others' needs, styles, perspectives, goals, and individuality.

**Work Standards** - Practicing good organizational stewardship and setting high personal standards for quality of work. Assuming responsibility and accountability for job duties and actively demonstrating respect for the work of others in the organization.

## PHYSICAL REQUIREMENTS

- Viewing of a computer screen for extended periods with hand/wrist manipulation to operate a keyboard.
  - Ability to drive a vehicle, possess a valid driver's license, and have an acceptable driving record that meets TBC's insurance requirements.
  - Ability to stand and walk for up to 8 hours. Ability to generally balance, stoop, kneel, or crouch.
  - Ability to lift/move up to 50 lbs.
-

## COMPANY DESCRIPTION

TBC is a mission-driven organization proudly representing Texas cattle producers across the state and working to educate and inspire people to gather around the table over a shared love of beef.

Our core values are:

**Passion:** We are passionate about beef and committed to the work we believe we are fortunate to do.

**Empowerment:** We empower ourselves and others by sharing knowledge, responsibility, and ownership of outcomes.

**Trust:** We pursue trusted relationships built on integrity, accountability, and collaboration.

### BENEFITS

- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Vacation
- Sick Time
- 401(k) with Company Contribution
- Life Insurance
- Long-Term Disability

Submit resume and cover letter online at [resumes@txbeef.org](mailto:resumes@txbeef.org).