



TEXAS BEEF COUNCIL

Coordinator, Beef Resources

Full-Time - Austin, Texas

Direct Reporting to: Senior Manager, Ag Communications & Education

In this role, you will have the chance to utilize your communications skills along with your passion for excellence through written materials and presentations to support TBC's marketing objectives.

Responsibilities:

- Assist with the development of producer communications content (i.e., digital content, newsletters, written materials, presentations, photoshoots, etc.).
- Provide design services for digital communication pieces such as newsletters, web graphics, and webpages.
- Assist with identifying, establishing and maintaining relationships with key producers and industry stakeholders.
- Assist in the implementation of advocacy outreach programs and beef quality assurance trainings.
- Interface with all strategy areas to extend the beef production story to all audiences.

Ideal Candidate:

- Minimum of a 4-year college degree or equivalent work experience in communications. Experience in agriculture with awareness of and respect for issues affecting the beef and cattle industries is required.
- Must be a self-starter who demonstrates the ability to multitask and project manage various small and large-scale assignments with minimal supervision.
- Knowledge in communication functions (editing newsletter content, updating website pages, reviewing campaign design elements to maintain brand guidelines, etc.)
- Excellent written and verbal communication skills.
- Must be able to create and conduct presentations and speak on beef industry topics.
- Must be a team player with a high degree of dedication to growing beef demand.
- Ability to work and thrive in a collaborative environment.
- Possess strong commitment to excellence; detail-oriented, excellent communication, and interpersonal skills.
- Flexibility is important as the job will involve moderate travel and extended work hours.
- Must be computer literate, preferably in a PC environment. Proficient using Google Platform, Microsoft Office and Adobe Suite is strongly preferred.

Physical Requirements:

- Ability to drive a vehicle, possess a valid driver's license and have an acceptable driving record that meets TBC's insurance requirements.
- Viewing of a computer screen for extended periods with hand/wrist manipulation in order to operate a keyboard.
- Ability to lift 40lbs.

The Texas Beef Council (TBC), located in Austin, is a non-profit organization funded by Texas farmers and ranchers through the national Beef Checkoff program and the Texas state Beef Checkoff program. Checkoff dollars are used to increase domestic and/or international demand for beef through programs of promotion, research, and education. The organization is directed by a 20-member board of cattlemen, representing the state's 130,000 beef farmers and ranchers.

To apply for this position, email cover letter and resume to resumes@txbeef.org.