

Programs Coordinator Texas Beef Council

SUMMARY

The programs coordinator is responsible for supporting Texas Beef Council's promotion, research, and education efforts by providing administrative, office, and marketing program support.

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 of the functions which the employee may be expected to perform.

- Provide general administrative support.
- Maintain general office organization and restocking.
- Receive and process incoming and outgoing mail, packages, and materials.
- Inventory, bundle, and restock materials.
- Maintain and coordinate service for the company fleet.
- Coordinate logistics for events and programs.
- Maintain and update influencer databases.
- Complete end-of-day office closing procedures.
- Assist administrative team with overflow projects and serve as back-up for the admin team.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- EDUCATION - Minimum of a two-year college degree.
- EXPERIENCE - Experience and proficiency in Microsoft Office programs and G-suite. Proficiency with Adobe is strongly preferred.
- EQUIVALENCY- In lieu of a two-year college degree, one year of professional experience in business administration will serve as an equivalency to one year of education.
- CERTIFICATION(S) - none
- SKILLS- The ideal candidate for this position will possess experience providing administrative support to several teams at the same time. Must possess a high level of professionalism in all work and communication (both internal and external), be trustworthy, dependable, and motivated. Ability to collaborate and cooperate across diverse groups and personalities is critical. Strong organizational skills and attention to detail are essential to succeed in this position. A high degree of loyalty, dedication, and commitment to the Texas Beef Council (TBC) and the beef industry is essential. A learning mindset with the ability to adapt easily in a fun, fast-paced environment focused on outstanding team dynamics is crucial to success in this position.

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 to operate a keyboard.
- 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. TBC offers employees a competitive compensation and benefits package and a flexible and collaborative work environment. Our office, located on 17 beautiful acres in NW Austin, is an inviting ranch-style building with a top-notch kitchen and event space designed for beef promotion and education. If you love beef and value a work environment that is passionate, caring, rewarding, fun, inspiring, and fulfilling, look no further than TBC.

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.