

# **Project Manager**

## **Estimated Breakdown of Staff Time:**

60 % Ohio Beef Council  
40 % Ohio Cattlemen's Association

## **Send Cover Letter & Resume to:**

Elizabeth Harsh, Executive Director  
Ohio Beef Council  
10600 U.S. Highway 42  
Marysville, Ohio 43040  
614-873-6736                      eharsh@ohiobeef.org

## **Requirements:**

To effectively handle the position, the individual needs a B.S. degree. Related work experience is not required but preferred. Must possess outstanding organizational skills, be detail oriented, and able to prioritize tasks, balance priorities and meet deadlines. Must be able to communicate clearly with all stakeholder groups and possess strong writing skills. Graphics design skills and website skills required. Must be proficient with Adobe InDesign and Adobe Photoshop. Photography experience required. Agricultural background required, cattle background preferred. Occasional overnight travel is required including out-of-state workshops and programs. Late evening travel and weekend responsibilities are necessary to accommodate some functions.

## **General Responsibilities:**

Coordinate

- Assist in executing the work of the boards of directors for the Ohio Beef Council Operating Committee, Ohio Cattlemen's Association and the Ohio Cattlemen's Foundation.
- Implement Ohio Cattlemen's Foundation programs including fundraising events for the 501 (c)3 public charity.
- Event planning including both public and industry events and meeting coordination.

## **Specific Responsibilities:**

Provide leadership and/or assistance with organizational priorities for Ohio Beef Council (OBC), OCA and OCF. Assist with projects as assigned and develop projects as assigned.

Assist Executive Director in coordinating board activities for the Ohio Beef Council and OCA. Duties to include meeting planning, meeting follow-up, and travel coordination.

Responsible for event planning and detail coordination of external events including the Ohio State Fair Beef Store inventory, Farm Science Review Exhibit, OBC farm tours for influencers and other events as assigned.

Responsible for event planning and detail coordination of internal events including the OCA Annual Meeting & Awards Banquet, and other events as assigned. Annual meeting & banquet responsibilities include managing VIP database and invitation, award recipient details and videos, and sponsorship solicitation, etc.

Responsible for planning and all detail coordination of Ohio Cattlemen's Foundation programs including fundraising events, license plate program, scholarships, 509/510 programs and assisting with planning the Young Cattlemen's Conference (YCC).

Assist where needed with regular, timely information updates, in coordination with other staff members, for the OBC and OCA websites, and other OBC and OCA social media properties including assisting in development of short-term and long term social media schedules.

Monitor Ohio cattle sales and send appropriate information packets regarding checkoff compliance. Review all checkoff revenue remittance reports and initiate all non-compliance/or "for your info" actions.

Coordinate and execute timely updates for Ohio Beef Expo website, pre, during and post event. Assist with social media activities during Expo.

Provide graphics design support for OBC, OCA and OCF programs.

Serve as an additional staff photographer at designated events.

Coordinate and self-initiate all details for nominations of Ohio beef industry leaders for state and national awards and recognition, including annual nominations for Environmental Stewardship awards, Ohio Ag Council and OSU Department of Animal Science nominations, among others.

Coordinate annual OBC and OCA leather calendar program including production and distribution.

Supervise interns for the advancement of OBC, OCA and OCF programs

Attend National Cattlemen's Beef Association meetings and interact with other state and national staff to coordinate related programs.

Perform other related duties and responsibilities as requested by the Executive Director for the development of OBC, OCA and OCF programs.

*Updated September 2018*