

National Association of State Departments of Agriculture

Position Description

Date: February 17, 2015

Title: Coordinator, Member Services

Position Type: Permanent Full-time

Position Available: Spring 2015

Organizational Supervisor: Barbara Glenn, Ph.D., Chief Executive Officer

Requirements for Application: Please submit a letter of interest, resume and list of three references to "Member Services" at careers@nasda.org.

Description:

NASDA's mission is to represent the state departments of agriculture in the development, implementation, and communication of sound public policy and programs which support and promote the American agricultural industry, while protecting consumers and the environment.

The Coordinator works as a member of a team to support NASDA's operations. Specifically the incumbent is responsible for tasks providing administrative assistance for the organization, including meeting and event registrations and sponsors and the organization's communications strategy, and information management and the maintenance of systems important to tracking financial activities. The goal of this position is to support the mission of NASDA through able and timely work that is multi-functional and supportive across the meetings, communications, and operations programs of NASDA.

Primary Responsibilities:

- Execute tasks as directed in support of NASDA's Member Services, including
 - meeting and events;
 - communications; and
 - Operations.
- Complete other duties as assigned.

Attributes of a Qualified Applicant:

- Experience in data management, web-based applications, and reporting using various software programs.
- Ability to organize and complete projects and tasks within required deadlines.

- Ability to learn and execute functions related to meeting planning, registration, and reporting.
- Ability to learn and maintain financial recordkeeping software
- Must be an effective communicator orally and in writing.
- Must have experience multi-tasking and in a rapid – paced, deadline oriented environment.
- Ability to keep calendars, make appointments, attend meetings as directed.
- Must be energetic, goal-oriented, organized, and conduct oneself in a professional manner.
- Must be detail oriented.
- Must work as a member of a team and independently.
- A college degree is necessary. A BA or BS in a disciplines of agriculture, food and (or) natural resources is desirable but not necessary.
- An understanding of agriculture and NASDA is a plus.

Other Job Requirements:

- Attendance at occasional meetings outside of the office and in the WDC area.
- Occasional travel.
- Other duties as assigned.
- Physical ability to work on a computer at a desk for long periods.
- Physical ability to occasionally lift up to 25 pounds.

NASDA is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in an uniformed service, or membership in any other class protected by applicable law. Applicants who require reasonable accommodation to complete the application and/or interview process should notify careers@nasda.org.