

IOWA SHEEP INDUSTRY ASSOCIATION

Position: Director of Industry Relations for the Iowa Sheep Industry Association (ISIA).

Purpose of Position: To perform a variety of administrative, managerial, and spokesperson related functions for the ISIA, including performing specialized and independent activities for industry support as needed.

Responsibilities and Relationships: The individual in this position is a representative of the Iowa sheep industry and will work under the guidance and supervision of the ISIA Board. Primary duties include, but are not limited to:

1. Maintain membership in coordination with ISIA Chairperson or bookkeeper.
 - a. Mail out renewals for regular and affiliate memberships in a timely manner.
 - b. Maintain membership roster and serve as the contact point for membership.
 - c. Send monthly membership updates to the American Sheep Industry Association.
2. Be the central contact point for sheep and wool industry information in the state.
 - a. Answer and forward ISIA email.
 - b. Serve as the primary media contact.
3. Publish Lamb & Wool newsletter and other ISIA publications.
 - a. Lamb and Wool newsletter is published six issues each year.
 - b. Festival booklet published and delivered by May 10th each year.
 - c. Responsibilities will include: coordinating with the printing company, generating and sourcing fresh and informative content, working with guest writers, providing producer/industry stories or profiles, soliciting and invoicing advertisers annually.
 - d. Mail out requested publications; i.e. ISIA Sheep Activity Booklet when required.
4. Maintain communication with local, county, regional or other state sheep and livestock groups as directed.
5. Writing occasional grants and complete necessary reporting for various projects.
6. Occasional event coordination with board members for events such as the Iowa State Fair, Iowa Sheep and Wool Festival, Annual Meeting, etc.
7. Participate in scheduled meetings (i.e. phone conferences and face to face) of the ISIA Board and the Iowa Sheep and Wool Promotion Board.
8. Provide monthly written updates of activities to the ISIA Board.
9. Other opportunities and duties as assigned by board.

Qualifications and desired skills:

- Self-motivated and directed
- Requires excellent human relations skills
- Strong verbal and written communication skills
- Knowledge of sheep and the livestock industry, or the ability and drive to learn.
- Computer skills, including knowledge of Word, Excel, PDF, and email. Social media and basic website knowledge would be helpful.

Position requirements: This is estimated to be a 40-50 hour a month part-time work that will be completed from your personal location, phone, computer, and internet connection. Some minor storage will be required for mailing materials. Reliable transportation and the ability to drive will be required of some duties. The position allows for time flexibility; however it does require occasional evening or weekend work. This part-time salaried position pays \$750 per month and includes no paid benefits. In the case of travel, reimbursement for approved mileage will be paid. Additional compensation may be paid for participation in meetings as negotiated between employee and ISIA board.

Qualified candidates should forward their cover letter and resume by February 15, 2019. If you have any questions regarding the specifics of the position, please contact us.

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Iowa Sheep Industry Association

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