



Coordinator, Beef Resources

Full-Time - Austin, Texas

Direct Reporting to: Senior Manager, Ag Communications & Education

The Texas Beef Council (TBC) 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 149,000 beef farmers and ranchers.

Job Responsibilities:

- Assist in the implementation of advocacy outreach programs and beef quality assurance trainings.
- Assist in implementing culinary engagement with high school & post-secondary instructors & students.
- Assist with content curation and editing of ag communications messages.
- Interface with all strategy areas to extend the beef production story to all audiences.
- Provide design services for digital communication pieces such as newsletters, social and web graphics, and webpages.
- Assist with identifying, establishing and maintaining relationships with key producers and industry stakeholders.

Qualifications:

- Minimum of a 4-year college degree or equivalent work experience in agriculture or communications.
- Must be able to pass a background check and drug test.
- Must be computer literate preferably in a PC environment. Must be proficient using Google Platform, Microsoft Office (Excel, PowerPoint, Word), Adobe Suite and/or Microsoft Publisher proficiency is strongly preferred.
- Must be a self-starter with the ability to prioritize in order to handle multiple tasks with attention to detail and work within deadlines.
- Excellent written and verbal communication skills.
- Must be able to conduct presentations and speak on beef industry issues.
- Must be a team player with a high degree of dedication and commitment to the TBC and the beef industry.
- Flexibility is important as the job will involve moderate travel and extended work hours.

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.

Texas Beef Council offers a casual work environment with great benefits and competitive pay.

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