



## Position Opening: Convention Coordinator



Commodity Classic is America's largest farmer-led, farmer-focused convention and trade show. This annual event is produced jointly by American Soybean Association (ASA) and National Corn Growers Association, along with affiliate partners National Sorghum Producers, National Association of Wheat Growers, and Association of Equipment Manufacturers.

Commodity Classic has grown steadily since its inception in 1996, and due to consistent growth we are adding a Convention Coordinator. We are seeking a motivated, self-starter to coordinate and assist with tasks related to the annual Commodity Classic convention. The ideal candidate works well within teams and seizes opportunities to enhance the team's efforts. This is a great opportunity for someone newer to the convention and meeting planning industry. This position will be part of a multi-association team that coordinates our annual convention.

**Position Title:** Convention Coordinator (Full-Time position)  
**Department:** Meetings & Conventions Department - American Soybean Association  
**Reports to:** Director, Meetings & Conventions - American Soybean Association

**Overall Responsibilities:** The Convention Coordinator will:

- Research, compile, and write content for Registration Brochure and Program Booklet.
- Assist with multiple facets of the Commodity Classic educational program.
- Determine and order show supplies including commemorative clothing, lanyards and registration tote bags.
- Utilize Constant Contact to send communications to Commodity Classic audiences.
- Prepare onsite materials including volunteer reminders, reserved seating, and session evaluations.
- Determine convention components including tours, National Anthem performer, color guard, and health & wellness initiatives.
- Manage logistics for Commodity Classic committee meetings.
- Support the Commodity Classic Show Director and the ASA Director of Meetings & Conventions with projects and tasks related to the convention.
- Convention-related tasks: 75%
- Assist with ASA meetings: 25%
- Special projects and administrative tasks are part of this position and should be expected.

**Qualifications:** Experience with project management or meeting planning is helpful. College degree strongly preferred. Computer and technology skills with: Word, Excel, Outlook, Google Docs. Experience with or able to learn Constant Contact platform. This position requires the ability to communicate effectively and accurately in writing and verbally with internal and external stakeholders. Essential skills for this position include attention to detail, professional writing, technology, and project management. This position requires travel 2-3 times per year.

**To apply, please submit resume by September 6, 2019 to:**

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