



Position Opening: Project Coordinator – Industry Relations

The American Soybean Association (ASA) represents the interests of U.S. soybean farmers on domestic and international policy issues important to the soybean industry. ASA has 26 affiliated state associations representing 30 soybean-producing states and more than 300,000 soybean farmers.

In coordination with other departments, the Industry Relations department is responsible for funding/revenue generation for ASA, project and program development, and the successful implementation of all industry, state affiliate/QSSB, and USB programs.

Position Title: Project Coordinator – Industry Relations (Full-Time position)
Department: Industry Relations Department - American Soybean Association
Reports to: - American Soybean Association

Overall Responsibilities:

- Assists in the successful implementation of the ASA-USB Communications/Education project by the following: tracks deliverables of the project, including reports, measurement worksheets, events; drafts quarterly reports; secures required project approvals for communications components of program; manages state advertising component and state outreach activities of program; assists with proposal development and invoicing; assists with scheduling and preparation of educational meetings and outreach for DC and STL staff.
- Tracks QSSB proposal deadlines, provides proposal support, provides invoicing and budget tracking support.
- Assists with industry partner program support, including proposal support, invoicing and budget tracking, as needed.
- Provides support with assigned Leadership Development programs/projects which includes registration assistance as needed, producing support materials for programs and meetings, assisting with all content and registration at meeting and working closely with the Meeting Managers lead for each event.
- Participates on the SoyPAC Auction team by securing all auction donations from industry and state partners, takes lead in development of all auction printed and electronic materials and provide on-site support at Commodity Classic
- Assist with other ASA industry and corporate meetings, events and programs as needed.

Qualifications:

Minimum 2+ years of experience in project management and planning. Bachelor's degree or equivalent experience required. Administrative skills including aptitude for technology or software solutions are helpful. This position requires the ability to communicate effectively and accurately in writing and verbally with internal and external stakeholders. Essential skills include attention to detail, professional writing, handling multiple deadlines and project management. This position requires travel approximately 25%.

To apply, please submit resume by October 15, 2019 to: Bill Schuermann, Executive Director
American Soybean Association
St. Louis, MO
bschuermann@soy.org