



## **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 and/or industry partner proposal deadlines, provides support with proposals, 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, leads development of all auction printed and electronic materials, and provides 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 and 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 Jan. 10 to:**

Michelle Hummel, Director of Industry & Stakeholder Relations at [mhummel@soy.org](mailto:mhummel@soy.org) or:

American Soybean Association  
12647 Olive Blvd., Suite 410  
St. Louis, MO 63141

Job Type: Full-time

Experience:

- relevant: 2 years (Required)

Education:

- Bachelor's (Required)

Work authorization:

- United States (Preferred)

Additional Compensation:

- Bonuses

Work Location:

- ASA headquarters in St. Louis, MO

Benefits:

- Health insurance
- Dental insurance

- Vision insurance
- Retirement plan
- Paid time off
- Parental leave
- Professional development assistance

30+ days ago

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