

NFRBMEA_{INC.}

National Farm and Ranch Business Management Education Association, Inc.

POSITION ANNOUNCEMENT

Title: Communications Director

Position description: The National Farm and Ranch Business Management Association is seeking a part-time Communications Director. The Communications Director is an ex-officio member of the NFRBMEA Board of Directors; they attend and report at board meetings. They also attend National Farm Business Management Conference Joint Board meetings. The position will require approximately 300 hours of effort per year.

Responsibilities include:

- Maintaining membership records, membership lists on website, and member and non-member email lists. Assist President Elect with annual dunning letter.
- Gathering articles, compiling, formatting and publishing the quarterly newsletter
- Creating and maintaining web content on nfrbmea.org and the conference websites on nfbm-conference.org and social media (Facebook and X)
- Maintaining an archive of by-laws, articles of incorporation, minutes, conference proceedings and other official documents
- Creating or assisting in the creation of flyers, brochures, etc. for NFRBMEA professional development events
- Compiling and publishing the NFRBMEA Annual Report
- Securing nametags for new officers

Qualifications:

- Ability to effectively utilize computer technology and ability to work with websites, social media platforms, and newsletter publication skills
- Effective communication skills
- Strong attention to detail
- Self-disciplined to work independently and work flex hours
- Ability to handle a workload that varies throughout the year

Salary: Current salary is \$7500.00 annually.

Application Process: Qualified persons are invited to email a Letter of Application along with a current resume which includes at least two job references to NFRBMEA President Ron Dvergsten at ron.dvergsten@northlandcollege.edu. For additional information please call or text Ron at (218) 686-5448.

Application Deadline: Applications are due by **August 30, 2024**