Job Description of Membership Coordinator for Youth & Events 11-12-26

General Description:

- Coordinating all junior activities and programs carried out by the Pennsylvania Holstein Association. Work with the Activities Committee, Youth Committee, and Junior Executive Committee.

- Work with General Convention Committee and Junior Convention Planning Committee on all aspects of both Conventions including program ideas, commercial exhibit contracts, and convention publicity.

- Work with the Executive Director for the Annual Membership Campaign as well as programming for the local Association affiliates.

- Communicate with Media coordinator to present information that needs publicity of Association activities on the website and social media

-Attend local association functions i.e. Annual Meetings, Picnics, etc. whenever travel and other duties make it possible

- Be familiar with and promote domestic sales, consignment sales, dispersal sales, county sales, export and private treaty sales conducted by the Pennsylvania Holstein Association.

-Assist with the many educational and promotional programs of the Association; participate in speaking engagements at local association and district meetings; assist with exhibits at shows if necessary

-Be responsible for recording and dispense minutes of committee meetings that are in line with Membership Coordinator for Activities, Youth & Events responsibilities.

-Position will report to the Executive Director and the Executive Committee

Skills Required:

- Excellent communication, writing, organization and time-management practices
- Ability to handle multiple tasks at one time with strong prioritization skills
- Be familiar with social media applications
- Knowledgeable in computer applications such as Microsoft Word and Excel
- High level of attention to detail and ability to focus
- Strong work ethic with a positive attitude
- Knowledge of current trends in the dairy industry
- Experience in the Registered Holstein or dairy industry

Additional Requirements:

- High School Diploma
- PA Act 34 and PA Act 151 Clearances
- Pre-Employment Drug Screening
- Valid Driver's Liscense
- Own reliable transportation

Submit resume with qualifications and references by January 1, 2027, to:

David J. Lentz, Executive Director

Pennsylvania Holstein Association

director@paholsteins.com