The IJBCA Coordinator shall represent the IBCA at IJBCA and Indiana’s Finest events. The part-time contracted position will maintain records and points for the show series and when necessary, assist the IJBCA on behalf of the Indiana Beef Cattle Association.

Recommended Educational Background/Skills:
- High School Degree required
- College Degree preferred
- Computer proficiency and willingness to participate in training
  - Word Processing
  - Data Entry
- Strong Interpersonal Skills
- Task Oriented
- Self-Motivated
- Ability to balance many tasks simultaneously
- Good telephone skills and etiquette
- Valid Drivers License
- Dependable Transportation
- Cattle Industry Background

IJBCA/IBCA Teamwork Expectations:
- Conducts self with a positive attitude about the programs and projects that IJBCA is working to accomplish.
- Communicate often with the Executive Vice President and all staff members to foster a cooperative and collaborative atmosphere surrounding the IJBCA.
- Exhibit professionalism, courtesy and foster trust with the IJBCA Board of Directors.
- Have fun!

Roles and Responsibilities:
- Serve as the IBCA staff coordinator for the IJBCA events and meetings.
- Serve as staff contact and coordinator for IJBCA events at Hoosier Beef Congress.
- Maintain accurate records relating to the IJBCA leadership.
- Maintain accurate accounting of the Indiana’s Finest points.

- Assist the EVP in providing presentations to producer groups, allied industry supporters, and the general public regarding the IJBCA and the Indiana’s Finest Program.

- Assist in writing articles and helping to prepare materials for IJBCA media purposes. Maintain and update IJBCA social media accounts and IJBCA website

- Perform other tasks and duties as requested by the EVP.