



Job Opening: Production Assistant

The American Hereford Association (AHA) is seeking candidates for a full-time production assistant position in its Kansas City, Mo., office. Hereford Publications Inc. (HPI) publishes the *Hereford World*, sale catalogs, directories and a variety of small publications. This position will handle routine production duties of the *Hereford World* and all printed pieces produced by Creative Services. This is considered an entry-level position reporting to the production manager and editor.

Position responsibilities:

- Handling payments for HPI, including inputting, completing credit card slips, and communicating with accountant
- Billing for *Hereford World* and Creative Services, including inputting, filing, billing adjustments as directed, and communicating with production team and accountant
- Processing subscriptions for *Hereford World*, including inputting information, creating mailing lists, communicating with clients via phone or email, mail issues as needed
- Typing for *Hereford World*, Creative Services and Herefords On Demand, including inputting, fact checking, and proofreading content and layouts. Includes typing and fact checking sale and show reports, communicating with field staff as needed about sale and show results submissions, and formatting the new members and national show placings sections
- Working with the editorial team on updating the *Hereford World* archive system
- Inputting monthly sale information in an Excel file established by the editor
- Writing and/or editing feature and news articles for the *Hereford World* as directed by the editor
- Completing general in-office duties as needed, including filing bills and printed projects, lifting and organizing boxes in storage or in the office, and assisting with special projects

Skill advancement:

- The employee will be expected to constantly improve skills to strengthen the team. This includes reading the *Hereford World* style manual and keeping up-to-date on current magazine editing philosophies and AP Style.

Education and experience:

- College degree in agricultural journalism, agricultural communications, technical writing or closely related field

- Agricultural background, preferably in the beef industry. Seedstock experience would be a benefit.

Benefits:

- Employees of the Association enjoy a competitive benefits package including medical insurance, dental insurance, vision coverage, life and disability insurance along with a 401(k). Personal time off (PTO) and vacation are also included.

If interested in this position, please submit a cover letter, resume and salary requirements to Caryn Vaught, cvaught@hereford.org.

The AHA is the second largest beef breed registry in the U.S. with more than 7,500 adult and junior members. The AHA's mission is to grow demand for Hereford genetics by delivering the highest quality and most efficient services to members and other progressive cattlemen in the areas of breed registry, genetic improvement and education. The Association is located in Kansas City, Mo., along with its three subsidiaries: Hereford Publications Inc., Certified Hereford Beef LLC and the Hereford Youth Foundation of America. The AHA is an EOE.