



Job Opening: Creative Services Coordinator

The American Hereford Association (AHA) is seeking candidates for a full-time creative service coordinator 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 coordinate marketing pieces (ex. sale catalogs, brochures, directories, etc.) through print media, social media and Herefords on Demand (HOD). This position reports to the production manager.

Position responsibilities:

- Responsible for meeting client/printing deadlines
- Responsible for coordinating quality control of projects including proof-reading and preparing copy and photos for production
- Communicating with clients, artist and support staff, along with outside parties as needed, in order to complete projects from start to finish
- Maintain HOD online catalog platform including inputting catalog data, photos and content along with posting
- Promote Herefords on Demand (HOD) and create instructional tutorials on how to use
- Coordinate with HPI office staff to create monthly content for the HPI Facebook page
- Communicate with the external field staff team of project flow for breeders in assigned territories
- Answer phone calls, emails and input data regarding subscription requests for the *Hereford World* magazine
- Coordinate with production manager in maintaining a weekly spreadsheet for projects
- Manage subscription payments for HPI, including inputting, completing credit card slips, and communicating with accountant
- Complete billing documentation as needed for projects

Skill advancement:

- The employee will be expected to constantly improve skills to strengthen the team. This includes high level of organization, ability to multi-task and meet deadlines, perform under pressure, strong communication skills including phone and email, and strong attention to detail and work ethic. Working knowledge of Macintosh computers, particularly OS X, Microsoft Office particularly MS Word, MS Excel and Internet Explorer.

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.
- Two-years customer service experience preferred, but not required.

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 American Hereford Association (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.