



## The Oregon Dairy Farmers Association is seeking a Communications Manager

Position open until filled. **Apply by October 29, 2021**, for first round consideration

1320 Capitol Street NE  
Suite 160  
Salem, OR 97301  
(971) 599-5269  
[oregondairyfarmers.org](http://oregondairyfarmers.org)

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### Position Description

Supports the Executive Director to provide the development and growth of Oregon Dairy communications, outreach, advocacy, education and public relations.

### Responsibilities

#### *Website and Social Media*

- Manage the Oregon Dairy Farmers Association (ODFA) website; ensuring current and relevant information is maintained and updated.
- Develop, manage and implement a communications plan that involves multiple media platforms and a strong social media component.
- Develop and coordinate social media activities and content, including design.
- Research, create and edit photographs and video for use on website, social media, and print media.

#### *General Media and Materials*

- Prepare press releases, informational articles, news features, and reports.
- Prepare content and develop layout for print, e-updates and promotional materials.

#### *Meetings and Education*

- Assist with meeting coordination/planning and presentation preparations for ODFA producer meetings, annual convention, Dairy Day at the Capitol and other events.
- Represents ODFA at industry, producer, legislative and public events, presenting information and advocating for producer interests.
- Coordinate Washington DC appointments for ODFA delegation visits.
- Work with the Executive Director on engaging producers, allied industry and the public to benefit the Oregon Dairy industry and its membership.

#### *Other*

- Provides technical support for meetings, virtual meetings, webinars, and events as needed.
- Work with other state and national organizations to carry out the mission of the dairy industry, coordinating and sharing activities.
- Performs other related duties, as assigned.

### Required Qualifications

- College degree (or equivalent experience) in communications, agriculture, political sciences, natural resource management, environmental science, journalism, or a related field.
- Excellent verbal and written communication skills.
- Proficient with standard software programs.
- Proficiency with web-based communication platforms, including social media.
- Strong interpersonal, analytical, and organizational skills, attention to detail and ability to multi-task.
- Ability to work well with other staff and administration, as a team and individually. Ability to develop and maintain effective and positive working relationships.

### **Desired Qualifications**

At least three years of relevant work experience in natural resources communication or related field; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job as listed above. Experience with video making/editing or graphic design.

### **Physical Requirements**

Some physical demands will be required, including mobility, and applicants should be able to lift up to 50 pounds.

### **Work Environment**

The full-time position is located in Salem, OR. There will be dedicated office time and the option to work remotely up to two days per week. Some evening meetings and infrequent travel are required.

### **Supervision Received**

This position works under the general supervision of the Executive Director.

### **Compensation and Benefits**

Starting salary is commensurate with experience. The anticipated salary range for this position is \$45,000 - \$55,000 annually, dependent upon the qualifications and experience of the candidate selected. This is a full-time position. The position requires occasional travel and overnight stays.

Benefits include:

- Medical insurance
- Dental allocation
- Retirement contributions
- Paid holidays, vacation, and sick leave

### **How to Apply**

Submit resume, cover letter and contacts for at least three professional references by October 29, 2021, at 5 pm PST for first round consideration. Submit via email or mail to:

#### **Email**

[tami.kerr@oregondairyfarmers.org](mailto:tami.kerr@oregondairyfarmers.org)  
Subject: ODFA Communications Manager

#### **Mail (ensure delivery by 10/29/21)**

Oregon Dairy Farmers Association  
1320 Capitol Street NE, Suite 160  
Salem, OR 97301

**Candidates selected for consideration will be asked to provide at least three social media, design and writing work samples.**

*ODFA is an Equal Opportunity Employer. All employment decisions are made in accordance with all applicable federal, state and local laws. ODFA will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliation, sexual orientation, veteran status or any other non-merit factor.*