

October 26, 2021

## **Montana Beef Council Job Posting**

### **TITLE: FIELD REPRESENTATIVE**

The Montana Beef Council is seeking qualified candidates to fill a new temporary part-time position. The Montana Beef Council was created in 1954 by cattlemen as a marketing organization for beef and is funded through the federal mandatory \$1-per-head Beef Checkoff assessment.

### **RESPONSIBILITIES**

The Field Representative will serve as a brand ambassador for the Montana Beef Council and represent the Beef Checkoff to Montana's producers. The Field Representative will be responsible for coordinating speaking opportunities and material distribution at producer events. The individual will communicate with producers, brand inspectors and auction markets about the Beef Checkoff program and provide information to them on Checkoff-funded programs. In coordination with the executive director, the individual will prepare and deliver presentations to Checkoff investors. The Field Representative will work closely with fellow staff, national staff, other beef councils, and complementary organizations to share Beef Checkoff information and can assist with state consumer beef events.

### **TERM**

The position is available immediately and will run until September 30, 2022. The part-time position will be no more than 1,000 hours per year (approximately 20 hours per week). The work schedule is flexible with supervisory approval. The overall position will be evaluated prior to September and may be extended.

### **QUALIFICATIONS**

- Excellent communication skills and the ability to share the story of the Beef Checkoff programs in an engaging manner.
- The candidate must be a beef producer and possess a valid driver's license.
- Agriculture industry experience with an understanding of the Montana cattle industry will be helpful.
- A college degree or other technical certifications are not required but may be helpful.
- Basic computer proficiency, emailing and phone skills are required for regular reporting.
- Basic social media skills and willingness to share accurate Beef Checkoff information online.
- Organization skills, attention to detail and ability to manage a variety of meetings and engagements.
- Capable of performing effectively in a small team, or alone and unsupervised.
- Position will be remote with travel required. Candidate will provide own vehicle.
- Wage is \$20/hour, plus travel expenses.

Send cover letter and resume to [mtbeefcouncilhr@gmail.com](mailto:mtbeefcouncilhr@gmail.com) or Montana Beef Council, Attn: Human Resources, PO Box 80865, Billings, MT 59108

Montana Beef Council is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, or veteran status.