



Ohio Angus Association  
Allen Gahler, Executive Secretary / Fieldman  
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## OHIO ANGUS ASSOCIATION SECRETARY/FIELDMAN POSITION ANNOUNCEMENT

**Job Description and Responsibilities:** This position will represent the membership of the Ohio Angus Association in its business affairs and the promotion of the Angus breed within the state of Ohio. Specific duties to include:

- Promote the Angus breed to all cattle producers and other interested parties within the state of Ohio.
- Recruit individuals to become active members of the Ohio Angus Association and maintain an accurate database of members.
- Publish a monthly newsletter for the organization to promote Angus activities on the local, state, and national level, including ad sales and design.
- Seek consignments and manage any Ohio Angus Association-sponsored sales which currently include the Ohio Beef Expo and Fall Female Sale.
- Coordinate and host annual meetings and banquet for the Association, Auxiliary, and Junior Association.
- Produce a high-quality annual directory and handbook, including ad sales.
- Represent the Ohio Angus Association at any regional association events.
- Serve as the official photographer of the Association at appropriate events, including all state and district association shows.
- Maintain the Ohio Angus Association website.
- Coordinate with the treasurer to maintain accurate financial records and manage daily business including Accounts receivable and payable.
- Represent the best interests of the Ohio Angus Association whenever possible on any boards, committees, or at events where Association involvement is required.

**Qualifications:** Applicants should be independent, self motivated, highly organized and flexible, with knowledge of the Angus breed, commercial cattle business and advanced computer skills, including design, layout, and record keeping. Bachelor's degree and purebred cattle marketing and sales experience preferred. Applicant must have strong written and oral communication skills and experience working with diverse clientele and organizations. Applicant must be willing to work flexible hours with very seasonal workloads.

**Salary:** Commensurate with experience and credentials. Partially commissioned - based on advertising and sale management. Applicant must provide own transportation with mileage allowance. Part-time position with home office.

**Application Procedure:** To receive consideration for this position, candidates must complete and submit the following materials by **January 15, 2012** to the address or e-mail address below: 1) letter of interest, 2) resume, 3) at least three professional references (include name, addresses, email addresses, and phone numbers) to:

David Felumlee  
Ohio Angus Association  
11970 Cross Rd.  
Newark, Ohio 43056

E-mail: dfelumlee@windstream.net  
Phone: 740-763-4616, Cell: 740-404-3594