



# Arkansas Cattlemen's Association

www.arbeef.org • 310 Executive Court • Little Rock, Arkansas 72205 • (501) 224-2114

**Position Title:** Membership & Communications Director

**Organization:** Arkansas Cattlemen's Association (ACA)

**Location:** Central Arkansas

**Description:**

The Arkansas Cattlemen's Association seeks an enthusiastic and hard-working individual to fill the role of Membership & Communications Director. This position is pivotal to advancing the ACA's mission of supporting and representing the interests of Arkansas cattle producers.

**Responsibilities:**

- Develop and manage the ACA membership, fostering growth and engagement statewide.
- Travel to ACA county association meetings and events, often held in the evenings and weekends across the state.
- Maintain the ACA's member database and support county associations in membership development.
- Coordinate and execute membership drives and report monthly membership updates.
- Manage member benefits package, seeking out new value-added opportunities.
- Oversee the ACA online presence: including maintaining the social media accounts, creating, and collecting content for the weekly email newsletter, and updating the website.
- Interview producers, write articles, and take photographs for the Arkansas Cattle Business (ACB) Magazine.
- Work with the ACB Magazine Managing Editor to create content, sell ads, and design promotional materials or graphics, as needed.
- Assist in the planning and implementing of the Annual ACA Convention & Trade Show.
- Collaborate with ACA staff to develop and implement progressive objectives.
- Perform other duties as assigned.

**Ideal Candidate Traits:**

- Strong public speaking skills and ability to engage diverse audiences.
- Self-motivated with a willingness to travel statewide for meetings and events.



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- Ability to work under pressure and meet deadlines.
- Strong critical thinking skills for addressing challenges that arise.
- Proficient in technology with a preference given to a base knowledge of Adobe Creative Suite applications.
- Excellent verbal and written communication skills.
- Familiarity with the agricultural industry, particularly the cattle sector.
- Detail-oriented with a dedication to producing high-quality work.
- Relatable to the agricultural community and adaptable to evolving needs.

## **Qualifications:**

- Bachelor's Degree in an agricultural-related field.
- Hands-on experience in the cattle industry.

## **Salary & Benefits:**

- Salary commensurate with experience.
- Comprehensive benefits package including health insurance, health savings account with employer contributions, and paid time off.
- Opportunities for professional development.

## **Application Process:**

Interested candidates should submit a cover letter and resume to ACA Executive Vice President Michelle Bufkin Horton at [michelle@arbeef.org](mailto:michelle@arbeef.org). The job posting will remain open until April 20th or until filled.