

## Ohio Soybean Position Announcement

Applications are being accepted for the position of Operations and Program Assistant with the Ohio Soybean Council. Please see the position description below for specific responsibilities.

Applications will be accepted for this position until Friday, February 27, 2015. To apply, please email or mail a cover letter and resume to:

Kirk Merritt  
Executive Director  
Ohio Soybean Council  
918 Proprietors Road, Suite A  
Worthington, Ohio 43085  
Email: [kmerritt@soyohio.org](mailto:kmerritt@soyohio.org)

### Position Description

Reports to Executive Director, Ohio Soybean Council (OSC)

Job duties will include but not be limited to the following:

- Maintain and update online database of OSC projects and contractors
- Use database to update status of proposals and track each proposal through the process to completion
- Use database to produce reports and spreadsheets showing updated status of proposals for review by board and staff
- Draft quarterly request for proposals for review and approval by executive director, and distribute to contractors after approved
- Maintain ongoing budget numbers for each OSC Committee, adding to reflect quarterly revenue collections, and subtracting to reflect quarterly funding allocations
- Prepare project invoices from contractors for review and approval by OSC staff
- Fulfill requests for OSC promotional and educational materials
- Support OSC project managers on projects and programs as needed
- Prepare annual OSC Board election petition for distribution to prospective candidates for the Board and work with Ohio Dept. of Agriculture on election administration
- Maintain and update organizational agreements and contracts
- Maintain staff timesheets, leave records and organizational holiday schedule
- Calculate percentage of use for year-end budget reconciliation, and work with other staff members to develop reconciliation spreadsheet for presentation to executive director and board members
- Assist Executive Director with office administration and human resource tasks
- Manage office meeting rooms, conference call lines, phone, copier and postage contracts, and office insurance policies
- Order office supplies as needed

- Answer incoming phone calls and handle or direct to appropriate staff members
- Coordinate and recruit board and staff participation in special events such as the Ohio State Fair and Farm Science Review, and distribute materials for special event participation
- Coordinate ordering and delivery of collaterals and other materials for special events
- Assure discreet handling of all business matters
- Interact with soybean producers, soybean industry partners and general public with courtesy and professionalism
- Other duties as assigned

#### Preferred Qualifications:

- Bachelors degree or equivalent experience and training
- Administrative and database management experience and training
- High proficiency with operation of Microsoft Office computer software including Word, Powerpoint, and Excel, along with customer relationship management databases, and proficiency in use of internet-based research tools
- At least five years of administrative office experience
- Strong written and verbal communication skills
- Experience meeting deadlines while managing multiple tasks and/or projects
- Experience planning events and meetings
- Association background is beneficial but not required
- Should be a self-starter, multi-task oriented, team player, and independent worker committed to success of the organization

A competitive salary and benefits package will be offered.

Candidates will be asked to complete an application prior to an interview.

This position will be filled on an equal opportunity and nondiscriminatory basis without regard to race, color, creed, age, gender, disability, religion, sexual orientation, national origin, ancestry, or military or veteran status.

#### Overview of the Ohio Soybean Organizations

The Ohio Soybean Council (OSC) is the Qualified State Soybean Board for Ohio. OSC's mission is to invest soybean checkoff funds to maximize the profit opportunities for Ohio soybean producers. OSC is governed by a board of Ohio soybean producers.

OSC's sister organization, the Ohio Soybean Association (OSA), is a member-driven grassroots organization dedicated to improving the business climate for Ohio soybean producers. OSA's mission is to provide leadership for Ohio's soybean producers in promoting effective policies and legislation to ensure a growing and profitable soybean industry. OSA is governed by a board of soybean producers.

In addition, the Ohio Soybean Council Foundation (OSCF) is a 501(c)(3) non-profit organization whose mission is to support scientific research and educational opportunities to the benefit of the soybean industry.

The Ohio Soybean organizations share a staff of nine at the Ohio Soybean office in Worthington, Ohio. Additional information on the organizations is available at [www.soyohio.org](http://www.soyohio.org)