



IOWA CATTLEMEN'S ASSOCIATION

2055 Ironwood Court | Ames, IA 50014 | 515-296-2266

Member Services Assistant

Job Type: Part-Time (approximately 20 hours/week)

Location: Iowa Cattle Industry Headquarters (Ames, IA)

Iowa Cattlemen's Association (ICA), a grassroots organization, represents over 7,000 beef-producing families and associated companies dedicated to the future of Iowa's beef cattle industry. ICA's mission is to "Grow Iowa's beef cattle business through advocacy, leadership, and education."

Position Description

The Member Services Assistant is a part-time position that aids the Member Services team in advancing the association's membership efforts. This position will work closely with the member services team to identify and execute components of the membership process. This will allow the member services team to better leverage their time in the field interacting with producers and county boards.

In this role, the desired candidate will be responsible for data input and evaluation of member information. Key outcomes are maintaining an accurate and organized database of all membership information and further coordination with the member services team to communicate membership status to stakeholders within the process.

Position Responsibilities

- Maintain a regular process to input all membership purchases and renewals accurately into a centralized association database
- Complete necessary documentation and reports for the accounting department
- Assist the member services team with regular membership reporting analysis
- Coordinate up-to-date county association officer list and ICA Board of Directors list
- Fulfill all ICA Store requests – shipping and assisting with inventory control
- Support member services and ICA staff on additional requests/projects

Qualifications

- Ability to offer a consistent schedule of up to 20 hours per week - flexibility available to set desired hours, but should be consistent from week to week
- High level of organization and attention to detail
- Excellent communication and interpersonal skills to work collaboratively with a team
- Ability to problem solve and an analytical aptitude
- Familiarity with data entry/customer management software valuable

To Apply

To apply for the Member Services Assistant, please email a cover letter and resume to Erika Osmundson at erika@iacattlemen.org by October 7, 2024 for consideration.