Position available
Public Outreach Campaign Specialist – Texas Beekeepers Association (TBA)

Duration / Pay
Temporary / Part Time. $12/hr - 10 hrs/ week, (57 weeks, Dec 2016 to March 2018). No insurance. No benefits.

GENERAL DESCRIPTION

Performs complex work in compliance with a specialty crop block grant seeking to increase Consumer Awareness of the Economic and Health Benefits of "Real Texas Honey" through a Multi-Stage Research and Marketing Campaign across the State of Texas. The position will be responsible for developing, planning and organizing a marketing campaign, arranging booth, fair and other outreach promotions. Specialist will present program findings and results to Texas beekeepers in routine public speaking engagements.

ESSENTIAL JOB FUNCTIONS

Evaluates expenditure and/or performance data and makes projections to ensure appropriate use of funds and continuous improvement of business processes. Communicates guidance and reports information to both internal and external stakeholders regarding project progress and findings.
Performs related work as assigned. Maintains relevant knowledge of the beekeeping industry necessary to perform essential job functions. Attends work regularly in compliance with agreed-upon work schedule.
Ensures security and confidentiality of sensitive and/or protected information

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent
Experience: Five or more years of experience keeping multiple bee hives. Four or more years performing presentations to beekeepers and the public on honey bees, beekeeping, and industry related topics.
Knowledge of office practices and administrative procedures.
Knowledge of organizational behavior, including assuming and sharing responsibility.
Skill in gathering and analyzing facts, solving problems.
Skill in computer applications including Word, Excel and PowerPoint.
Skill in producing promotional layouts, publications and multimedia presentations.
Skill in producing media presentations for Radio, TV, Newspaper, and/or Periodicals.
Skill in handling multiple tasks, prioritizing, and meeting deadlines.
Skill in effective oral and written communication.
Skill in exercising sound judgment and effective decision making.
Ability to receive and respond positively to constructive feedback.
Ability to work cooperatively with others in a professional office environment.
Ability to provide excellent customer service.
Ability to arrange for personal transportation for business-related travel.
Ability to work flexible hours as needed.
Ability to lift and relocate 30 lbs.
Ability to travel (including overnight travel) up to 35%.

PREFERRED QUALIFICATIONS

Experience working in a nonprofit organizational environment.
Experience in contract compliance.
Ability to earn Texas Master Beekeeper Accreditation.

TRAVEL

35%

TBA has been awarded a "Specialty Crop Block Grant" the Texas Department of Agriculture (the "Grant"). This is a temporary, part-time position and will be funded only through funds provided by the Grant. Employment will not extend beyond the term of the Grant.

Email Resume to Chris Moore, Project Manager, at president@texasbeekeepers.org by December 15, 2016
Equal opportunity employer