



Job Title: Association Coordinator
Reports to: Board of Directors
Job Status: Independent Contractor

Job Summary

The Coordinator is a new position that will assist the Board of Directors, communicate with the membership, help with projects/programs and insure the non-profit organization continues to make an impact in the rodeo industry. The Coordinator will report directly to the ARC Board of Directors and managed by the Board Chairman.

Job Duties & Responsibilities

1. Board of Directors
 - a. Support the Board Chairman with communication and planning as needed
 - b. Record Board member terms & assist with position vacancies and renewals
 - c. Attend and coordinate special events as needed
2. Sponsorships
 - a. Assist with collecting sponsorship funds by creating invoices and following up with renewals
 - b. Coordinate with sponsors about event onsite exposure and engagement opportunities
 - c. Assist with creating an annual sponsor recap information and thank you
3. Subcommittees
 - a. Assist with the following subcommittees as needed
 - i. Membership
 1. Assist with collecting membership dues by creating invoices and following up on outstanding dues
 2. Assist with recruiting new members
 - ii. By-laws
 - iii. Grants & Funding
 - iv. Outreach & Education
 - v. Events: annual conference and networking functions
4. Communication
 - a. Assist with e-newsletter and social media programs
 - b. Assist with updating the website with current association, member & industry news
5. Administration
 - a. File meeting agendas and minutes on online cloud server
 - b. Ensure that annual organizational paperwork is filed as needed
 - c. Assist with financial bookkeeping by managing accounts receivables and payables

Minimum Qualifications

- Required minimum education: High School Diploma
- Reliable internet access
- Computer skills and experience including Microsoft Office Suite. Social media and website content management experience preferred.
- Ability and willingness to work outside the normal work day and effectively adjust to a seasonally changing work environment
- Superior skills in communication, interpersonal relations, and time management

- Excellent interpersonal skills with demonstrated patience and tact
- Must be able to effectively lead and direct others

Work Schedule

- The Coordinator is an independent contractor position. The position will work remotely and will require flexible scheduling of work to accommodate peak times and meetings. This position is projected for 167 hours.

Compensation

- Rate: \$5,000
- Conference stipend: TBD
- Benefits: n/a

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the contractor for this job. Duties, responsibilities, and activities may change with management discretion.

To Apply

- Email your cover letter & resume to justin@greeleystampede.org
- Window to apply is November 13, 2023-January 15, 2024 (subject to change)