

Position Announcement

Executive Secretary to serve the South Dakota Sheep Growers Association

The Executive Secretary is the key management leader of the South Dakota Sheep Growers Association. The Executive Secretary is responsible for the administration, programs and strategic plan of the organization. Other key duties include managing financial accounts, organization reports to partners, growing association membership, coordinating marketing/promotion, collaborating in convention planning/organizing, agenda development and minutes.

The SDSGA is the trade association for sheep producers of South Dakota, representing both farm flocks and range operations. SD is the 5th largest producer of lamb and wool in the United States. The SDSGA is a state member of the American Sheep Industry Association. The SDSGA focuses on lamb and fiber promotion on a state-wide basis, and on educational events to keep members and the public updated on issues affecting the sheep industry.

The South Dakota Sheep Growers Association is seeking a unique individual with a deep passion for the sheep industry with the following professional qualifications:

- a. strong oral, written and computer technology communication skills;
- b. competency in data management software and social media skills;
- c. leadership skills to convey the mission of the SDSGA to its members, partners and public;
- d. promotion, sales, and publicity methods;
- e. a working knowledge of the all facets of sheep industry.

Prospective candidates should be prepared to demonstrate experience and competency in these skills during the interview process. Candidates must provide technology and communication services (computer, printer, smart phone, and camera) including internet access.

This position will require in-state travel and to attend the American Sheep Industry Association Annual Convention. Travel expenses incurred for SDSGA sponsored functions including membership services, marketing/promotion, convention planning, educational programming and attending the ASI Annual Convention have been budgeted.

This is a 25%-part time position that must be conducted out of a home office. For a position description and more information regarding salary and travel budget, contact sdsheepgrowers@yahoo.com or contact Rufus DeZeeuw, (605) 542-7541, President – South Dakota Sheep Growers Association.

Application Deadline is February 1, 2018. Please send a cover letter and resume' to Rufus DeZeeuw, SDSGA President, 21315 US Hwy 14, Elkton, SD 57026, rpdezeeuw@itctel.com.

The South Dakota Sheep Growers Association is an "Equal Opportunity Employer" and does not discriminate against employees based on race, color, religion, sex, national origin, age, disability or genetic information.