

Job Opening

Job Type: Full-time

Job Title: Executive Secretary

About us:

American Milking Shorthorn Society (AMSS) is the National office that registers and transfers all milking shorthorns across the United States. This office is responsible for many items that include DNA of animals, classification, awards, Junior programs, milking shorthorn publication, etc. We are currently looking for an Executive Secretary.

Job Description:

Working under the direction of the American Milking Shorthorn Society's (AMSS) Board of Directors (Board), the Executive Secretary is responsible for the overall management of AMSS's National Office, employees, and its various programs and initiatives to improve, promote and expand the demand for Milking Shorthorn Cattle. Update the Board on a routine basis of all significant problems, accomplishments, and the status of ongoing initiatives.

Essential Duties and Responsibilities

- Membership Relations – Recruit new members and proactively assist existing members and the state Societies with all issues pertaining to Milking Shorthorn Cattle. Visit existing and potential members' farming operations.
- Marketing and Promotion - Develop, implement, and maintain marketing and promotion initiatives such as advertising campaigns, promotional brochures and material, speaking engagements, attendance at relevant dairy industry trade shows, AMSS web site, Facebook page, etc.
- AMSS Publication - Ensure the Journal is prepared in a professional manner and distributed in a timely manner. Provide the publisher with advertising leads and write articles for inclusion in *The Angle* publication.
- Industry Relations – Stay abreast of leading trends in the dairy industry and represent AMSS through participation in various industry organizations to better promote and represent the AMSS with industry partners.
- Genetic Evaluations - Initiate and manage all DNA, genomics, and other genetic-related testing programs. Ensure all test results are maintained in a secure place and input into relevant systems in a timely manner.
- AMSS Programs - Oversee the administration of all AMSS programs and maintain a current database. Ensure pedigrees are accurately maintained. Ensure all policies and rules of these programs are followed. Investigate all suspected violations as stated in the AMSS By-Laws and Policy Manual.
- AMSS Committees – Assist all the various committees as necessary and/or requested.
- National Awards - Administer and oversee the National Convention and Show Awards program.
- Policies and Procedures - Enforce all policies and procedures of AMSS (including the AMSS Junior By-Laws). Maintain the AMSS Policy and Procedure Manual.

- Budget - Assist with the preparation and implementation of an annual operating budget in conjunction with the Board and Finance Committee. Conduct all business within the parameters of the approved budget. Monitor the budget and inform the Board of any significant variances to the budget.
- Financial Management – Ensure that AMSS maintains cost effective and adequate financial management, controls, and risk management practices. Establish and maintain relationships with banking institutions, investment management firms, accounting firms, insurance providers, etc. Prepare and distribute monthly financial statements to Board members.
- AMSS Meetings - Plan, organize, and ensure all necessary arrangements are made for Board Meetings and Annual Meetings. Coordinate all Board and other AMSS-related teleconferences. Attend all Board meetings and AMSS Convention. Prepare, distribute, and maintain minutes of all Board Meetings.

Qualifications/Skills:

- Exceptional interpersonal, verbal and written communication skills
- Ability to multi-task in a very fast paced environment
- Computer literate with knowledge of Microsoft Office Applications
- Excel in customer service skills
- Excellent organizational and time-management skills
- Friendly, outgoing and can-do attitude and enjoys public interaction
- Ability to work independently and as part of a team
- Livestock background a plus

Send letter of application and resume to: AMSS, 800 Pleasant Street, Beloit, WI 53511-5456 or email: registrations@milkingshorthorn.com