POSITION DESCRIPTION
Assistant Director - Mexico

<table>
<thead>
<tr>
<th>Department: Mexico City Office</th>
<th>Reports to: Mexico Country Director</th>
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<td>FLSA Status: Exempt</td>
<td>Supervisory responsibility: None</td>
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<td>Approved by: Director of Global Programs</td>
<td>Budgetary responsibility: None</td>
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Purpose of Position:

The U.S. Grains Council assistant director in Mexico will work closely with the Country Director to plan, coordinate, and execute the Council’s programs in Mexico, including, but not limited to, marketing, trade servicing and government relations program.

Responsibilities:

1. Work with the Mexico Country Director to formulate a strong strategic plan for increasing sales of corn, barley, sorghum and their products into Mexico.
2. Work with the Mexico Country Director and ethanol consultants as well as with the Washington, DC office to develop key contacts in the ethanol industry and to assess opportunities for U.S. ethanol exports.
3. Work with the Mexico Country Director, consultants and Washington, DC office to encourage agricultural innovation and facilitating trade in products of agricultural biotechnology. Design trade policy programs to exchange information related to the trade in products of agricultural biotechnology to prevent future trade barriers to GM products.
4. Work with the Mexico Country Director to develop and execute a comprehensive trade servicing program, including programs to assist importers in understanding U.S. and global markets, risk management, and freight contracting. The candidate will be the primary person responsible for organizing these events and expected to accompany the teams to the U.S.
5. Assist the Mexico Country Director with maintaining a constructive relationship and useful dialogue with key national-level stakeholders in Mexico, including government agencies and industry associations. Duties will include developing and maintaining relationships with counterparts in these institutions and helping to set up meetings and facilitate communication on joint endeavors.
6. Work with the Mexico Country Director to develop a comprehensive and regular program of market information reporting for members and stakeholders in the United States. The information will cover production and import updates and demand analysis including livestock markets and industrial grain demand.

7. Work with the Mexico Country Director to assess and evaluate the impact of trade servicing and government relations programs on Mexico’s importation of U.S. grains and co-products and develop a program for improvements.

8. Work with the Mexico Country Director to coordinate, edit and submit the Mexico office’s Unified Export Strategy (UES) on a yearly basis. This document encompasses the strategy for marketing of our products and involves year around tracking of existing performance measures and careful design of new performance measures within each activity.

9. Coordinate with the Mexico Country Director to provide market information and program feedback to U.S. stakeholders on a regular basis.

10. Meet with delegations of stakeholders traveling to Mexico and provide a brief on market, trade, and policy developments in Mexico.

11. Assist the Mexico Country Director and Marketing Specialist in various activities as needed.

12. Other duties may be assigned to meet the Council’s business needs.

**Education/Experience Required:**

1. Bachelor or equivalent college degree in agricultural economics, economics, management, finance or related field.

2. English and Spanish language proficiency required.

3. Experience required in grain trade or marketing, international agriculture trade policy, or feed and livestock sector.

4. Experience preferred in giving grain trade and/or marketing presentations to customers.

5. Strong public speaking and written communications skills.

**Skills, Knowledge and Abilities:**

1. Proficiency in MS Office Suite, including Word, Excel, PowerPoint and Office required. Proficiency in visually effective data management through creation of graphs and infographics for our products.

2. Excellent communication skills in Spanish and English, both verbal and written are required.

3. Ability to work independently in international multi-culture is required.

4. Ability to represent the Council in a professional manner at all times.

5. Ability to build trusting, long-term relationships with key contacts and stakeholders.

6. Willingness to travel throughout Mexico and the United States extensively as well as other international locations.
I acknowledge receipt of and understanding of this job description.

Employee Signature: _____________________________________________

This job description may include most, but not all duties that fall under the position. It is not intended to contain all responsibilities, education or skills. From time to time this job description will change and employees will be asked to perform tasks outside of their area of responsibility.

The U.S. Grains Council is an Equal Opportunity Employer. The U.S. Grains Council does not discriminate on the basis of race, national origin, sex, religion, age, disability, political beliefs, sexual orientation or marital/family status.

Revision Date: June 13, 2022