

U.S. Grains Council (USGC) – Communications Coordinator

International market development organization based in Washington, D.C. is recruiting a communications coordinator. The individual in this position supports the projects and administration of the communications department, working closely with other communications-focused staff members, the larger organization and vendors. This position assists with reporting for, writing, editing and proofreading Council publications and internal documents as assigned. Duties include managing website content to ensure data and information is updated, timely and accurately reflects the USGC brand. The position is based in Washington, D.C.

USGC is a leading non-profit member association dedicated to expanding exports of U.S. corn, sorghum, barley and related co-products, including ethanol. To promote a healthy work-life balance, we have established programs including telework (two days per week), 37.5-hour workweek, Employee Assistance Programs, paid training/seminars, lunch-and-learn sessions, and more. USGC also offers competitive health/dental/vision benefits, generous leave policies and generous retirement benefits.

Desired Qualifications

Minimum requirement of a bachelor's degree. Candidates whose background includes a focus in communications, journalism, marketing or a similar field will be considered a plus. The ideal candidate will possess good writing skills and an understanding of AP Style. This individual will be detail oriented and able to multi-task in a fast-paced environment.

If you are interested in the position, please submit a letter of interest and a resume by **COB on May 31, 2024** to employment@grains.org.

The U.S. Grains Council is an Equal Opportunity Employer. It does not discriminate in the terms and conditions of employment on the basis of race, color, national origin, sex, age, disability, sexual orientation, gender identity or expression, or any other factor prohibited by law.

As a participant in USDA programs, we share the commitment to comply with all federal, state and local civil rights laws and those of the USDA. More about this commitment is found here, <https://www.usda.gov/non-discrimination-statement>

Communications Coordinator Job Description

Department: Communications	Reports to: Director of Communications
FLSA Status: Non-Exempt	Supervisory responsibility: n/a
Approved by: Director of Administration	Budgetary responsibility: n/a

Purpose of position:

The communications coordinator supports the projects and administration of the communications department, working closely with other communications-focused staff members, the larger organization and vendors.

Responsibilities:

1. Assist with reporting for, writing, editing and proofreading Council publications and internal documents as assigned.
2. Manage website content to ensure data and information is updated, timely and accurately reflects the USGC brand.
3. Assist with communications department-led projects, including Commodity Classic and media events, including logistics of materials development, shipping and other ordering, in cooperation with other comms staff members.
4. Manage the printing and production of Council publications and meeting materials. Coordinate electronic and mail distribution of publications as assigned.
5. Research/monitor industry and Council news and developments and communicate such information in agreed upon formats to director of communications and other Council staff, leaders and members.
6. Serve as staff liaison for vendor services including, but not limited to, business cards, publications, trade shows, staff photography and gifts. Request or order communications supplies, as needed.
7. Maintaining departmental files and appropriate Council-wide common files (including staff and officer biographies, publications archives, historical files etc.).
8. Provide administrative support for the department including research, quote requests and decision memos; reviewing invoices against quotes; processing departmental invoices and requests for payment on a weekly basis; managing subscriptions; managing inventory of communications materials; managing photo files; media monitoring; assisting with travel logistics, etc.
9. Other administrative duties in service of the department and organization, as assigned.



10. Contribute to social media strategy/campaign idea exchange.
11. Video editing as assigned.
12. Other duties as assigned.

Education/Experience Required:

1. Bachelor's degree.
2. 1-2 years' relevant work experience.
3. Must possess good writing skills and an understanding of AP Style.
4. Detail oriented, good organizational skills and ability to prioritize workflow.
5. Experience in graphic design and editing programs like Canva.
6. Experience in short-form video editing and production.

Skills, Knowledge and Abilities:

1. Proficiency in MS Office Suite, including Word, Excel, PowerPoint and Office required.
2. Excellent communication skills, both verbal and written, are required.
3. Ability to work independently and with colleagues as appropriate.
4. Ability to always represent the organization in a professional manner.
5. Experience with Word Press and content management systems would be a plus.

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.

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