**Association Administrator**

**Location:** College Station, Texas  
**Reports to:** Executive Board of Directors  
**Employment Type:** Full-Time, In-Person

**Position Summary:**

The Texas Angus Association is seeking a highly organized and detail-oriented **Association Administrator** to oversee the daily operations of the association. This position serves as a key support staff member, providing administrative assistance to the Executive Board of Directors, managing membership services, coordinating events, and representing the association at industry events. The ideal candidate is a proactive, customer-focused professional with strong communication and organizational skills.

**Key Responsibilities:**

* **Membership Management:** Maintain membership records, process applications and renewals, and provide support to current and prospective members.
* **Customer Service & Communications:** Serve as the primary point of contact for the association by answering phone calls and emails, addressing inquiries, and providing exceptional customer service.
* **Event Coordination:** Plan, schedule, and coordinate educational programs, trade shows, and association meetings, ensuring smooth execution.
* **Sale Clerk Duties:** Assist with consignment sales, including managing entry records, coordinating logistics, and clerking during events.
* **Publications & Advertising:** Oversee the content development and advertising sales for *Texas Angus News*, working with advertisers and contributors to produce high-quality publications.
* **Committee & Project Assistance:** Support association committees with special projects, initiatives, and reports as needed.
* **Representation & Outreach:** Represent the Texas Angus Association at industry trade shows, conventions, and regional events to promote the organization.

**Qualifications & Skills:**

* Strong administrative and organizational abilities with attention to detail.
* Excellent verbal and written communication skills.
* Ability to manage multiple tasks and meet deadlines efficiently.
* Experience in event planning, sales, or customer service is preferred.
* Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher) and familiarity with database management.
* Knowledge of the cattle industry, particularly the Angus breed, is a plus.
* Ability to work independently while collaborating with board members, committees, and industry partners.
* Must be willing to travel occasionally for events and industry meetings.

**Compensation & Benefits:**

* Competitive salary based on experience.
* Travel reimbursement for association-related events.
* Professional development opportunities within the cattle and agricultural industries.

If you are passionate about agriculture and enjoy working in a dynamic, member-focused environment, we invite you to apply for this exciting opportunity.

To apply, please submit your **resume and cover letter** to **taa@texasangus.com**