

Executive & Association Operations Coordinator

PROPOSED JOB DESCRIPTION | Hiring Committee Review

Reports to: Executive Vice President

Employment status: Full-time

Work arrangement: On-site / In-office

Position Summary

The Executive & Association Operations Coordinator provides administrative and operational support to the American International Charolais Association (AICA), its Executive Vice President, Board of Directors, and affiliated organizations. The position coordinates association governance activities, meetings, events, office operations, and administrative projects to promote accuracy, consistency, and continuity across the organization. The ideal candidate is dependable, organized, proactive, and interested in contributing to the association over the long term.

Board of Directors & Governance Administration

- Coordinate scheduling, logistics, preparation, and execution of in-person Board of Directors and committee meetings.
- Collect, organize, prepare, distribute, and maintain meeting agendas, materials, minutes, reports, and official records.
- Maintain current Board of Directors and committee rosters and contact information.
- Administer the logistical steps of association elections under established bylaws and procedures, including printing, mailing, receiving, organizing, and counting election materials; refer eligibility or procedural decisions to designated leadership.
- Maintain organized governance records, correspondence, and related timelines.

Executive Vice President Support

- Provide administrative support to the Executive Vice President, including correspondence, scheduling, document preparation, and assigned projects.
- Coordinate occasional travel arrangements and related logistics.
- Help organize staff meetings, prepare materials, document discussions, and track follow-up items.
- Handle confidential and sensitive information with discretion and professionalism.

Association & Office Operations

- Coordinate office supplies, inventory, storage, and general organization.
- Assist with office maintenance coordination and facility service requests.
- Coordinate association tours, visiting groups, and internal or external meeting room requests.
- Ensure meeting rooms are prepared, organized, and ready for scheduled activities.
- Maintain organizational contact lists and assist in keeping policies, procedure manuals, and administrative reference materials current.
- Assist with planning and coordinating other association meetings, events, and special activities.
- Identify and recommend opportunities to improve administrative organization, communication, and efficiency.

Departmental & Affiliate Support

- Provide supplemental administrative assistance to Charolais Publications, Inc. (CPI), the American-International Junior Charolais Association (AIJCA), and the Registration Department as needed.
- Assist with special projects and other related duties as assigned.
- Departmental assistance and special assignments are coordinated through the Executive Vice President according to organizational needs and established priorities.

Required Qualifications

- High school diploma or equivalent.
- At least 2–3 years of relevant administrative support, office coordination, executive assistance, or related experience.
- Strong organization, time management, follow-through, and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Word, Excel, Outlook, and general office technology.
- Ability to prioritize competing responsibilities, manage deadlines, work independently, and collaborate with others.
- Professionalism, dependability, discretion, adaptability, and willingness to learn.

Preferred Qualifications

- Experience supporting executives, boards, committees, or membership-based organizations.
- Experience preparing meeting materials or minutes and coordinating events or administrative projects.
- Familiarity with nonprofit associations, agricultural organizations, or the livestock industry.

A four-year college degree is not required. Relevant work experience, demonstrated skills, and professional aptitude will be considered.

Work Schedule & Environment

This is a full-time, primarily office-based position requiring regular on-site attendance to support daily operations, visitors, meeting coordination, and continuity among on-site and remote staff. The regular schedule follows established association office hours. Occasional early morning, evening, or weekend availability may be needed for board meetings and association events.

Growth & Development

AICA values initiative, adaptability, and continuous improvement. The position offers opportunities to build organizational knowledge, strengthen administrative processes, and take on additional responsibilities as experience and organizational needs evolve.

Please submit resumes to:

American-International Charolais Association

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