

**AMERICAN JERSEY CATTLE ASSOCIATION
NATIONAL ALL-JERSEY INC.**

POSITION DESCRIPTION

Position: Communication Assistant, part-time

Objective: Assist with day-to-day tasks in Communications Department, from website maintenance to writing and inputting data.

Location: Based in the AJCA-NAJ Headquarters, Reynoldsburg, Ohio.

Reports to: Director of Communication

Essential Duties and Responsibilities:

- Website Maintenance (posting and updating);
- Write press releases;
- Mailings;
- Maintain photo database and manage subscription database for the magazine;
- Create show, meeting and sale reports (print, online, and database upkeep);
- Assist with Social Media content and postings;
- Manage annual Jersey Directory;
- Assist with creating show and judging contest awards;
- Other duties as assigned;

Skills and Abilities: Must have strong writing and grammar skills, have analytic and creative thinking, be able to multi-task and work efficiently, and have general office knowledge. Computer skills including, but not limited to, Microsoft Office365 applications, Adobe InDesign and Photoshop (experience with Creative Cloud environment a plus), and Word Press or equivalent web design application. Attention to detail a must.

Working Conditions: Part-time position, up to 24 hours a week. Works in an office setting.

Qualified candidates should submit a letter of application and résumé to Kim Billman, Director of Communications, 6486 E. Main St., Reynoldsburg, OH 43068-2362. Applications may also be submitted by fax at 614/322-4493 or by [email](mailto:kbillman@usjersey.com) with “Communication Assistant” in the Subject Line of the message to kbillman@usjersey.com.

This position description in no way states or implies that these are the only duties to be performed by this employee. This person will be required to follow any other instructions and to perform any other duties requested by specified department head, the Executive Secretary or designee.

AJCA-NAJ, April 2021