

Montana Wool Growers Assoc.
PO Box 1693
Helena, MT 59624



Phone (406) 442-1330
leah@mtsheep.org
www.mtsheep.org

December 17, 2022

Montana Wool Growers Association (MWGA) Job Opening

Title: Montana Wool Growers Association Executive Secretary

Job Description: Thank you for your interest in the Executive Secretary position with Montana's oldest agricultural organization. The Montana Wool Growers has a long and proud history of serving the needs of our producers on a state and national level since 1883.

The qualifications of the Executive Secretary are listed on the following pages. The main functions are to keep the board of directors informed of finances, communicate with the membership through the MWGA Magazine publication and email news, assist with Montana Ram and Ewe Sale preparations, plan and organize the annual convention in Billings, work cooperatively with Montana State University and the American Sheep Industry, and communicate with the Public Affairs Director on legislative issues. The successful candidate will be a self-starter and demonstrate excellence in communication skills and integrity. Competence with various technology including email, social media, the Microsoft Office Suite is required. Previous experience in the sheep industry is preferred, but not a requirement. The association is in good condition financially and currently enjoys good standing in Montana's agricultural community. This is a remote position.

Pay: Salary will be negotiated upon successful completion of the interview process.

How to Apply: Interested candidates, please send a cover letter, resume, and professional references to MWGA Executive Secretary, Leah Johnson at leah@mtsheep.org no later than **January 20, 2023.**

Please send as a pdf, and title the email "Executive Secretary Application".

Interviews will take place in early February 2023 in Lewistown, MT.

The cover letter should express why you are applying for the position and how past experiences, employment, and education qualify you for the position. A standard resume should also include three professional references. References will be checked. For the successful candidate, this position allows a working relationship with some of the most influential and progressive producers, state and national legislators, and leaders of other state and national producer organizations.

Please see the following 3 pages for the job description. Thank you for your interest.

Montana Wool Growers Assoc.
PO Box 1693
Helena, MT 59624



Phone (406) 442-1330
leah@mtsheel.org
www.mtsheel.org

MWGA Executive Secretary Job Description

The mission of the Montana Wool Growers Association is to promote and preserve the general welfare of the sheep and wool industry in Montana.

Title:

Executive Secretary of the Montana Wool Growers Association

Duties Include:

General Office

- Carry out daily duties including promptly answering phone, email and daily correspondence
- Maintain records of current dues and solicit dues from those overdue
- Deposit all money received and pay bills on time and maintain standing with Sec of State
- To maintain all office records, files, and office equipment
- Organize meetings and conference calls of the Board of Directors
- Implement and carry out the policy of the Association
- Represent the Montana Wool Growers at producer meetings
- Carry out all directives of the Board of Directors and officers
- Work cooperatively with the Montana State University Sheep Extension Specialist and Wool Lab
- Maintain the MWGA website and Facebook page

Public Affairs

- Work with the MWGA Director of Public Affairs
- Communicate Wool Grower political issues to members, the press, government employees, and elected officials

Montana Wool Growers Education & Research Endowment Fund (Memorial Fund)

- Serve as secretary/treasurer of the Wool Grower Memorial Fund
- Receive and deposit donations
- Send receipt to person making donation and notice of donation to family of deceased
- Keep record of donations and publish list in Montana Wool Grower magazine
- Submit proper tax forms for the fund

Montana Wool Grower Magazine

- Publish four issues per year
- Collect and write articles for magazine
- Sell advertising
- Maintain updated mailing list and contact information of wool pools and other contacts

Montana Ram and Ewe Sale

- Oversee the work of the Ram Sale manager
- Assist where needed during the planning phase and sale week in Miles City in September

MWGA Annual Convention

- Work with hotel on what facilities are needed
- Choose meals and source lamb meat
- Plan program and contact speakers
- Organize registration and vendors
- Plan and organize speed shear fundraiser
- Coordinate with Make It with Wool on rooms and Fashion Review for the banquet
- Organize silent and live auctions and solicit donations
- Oversee all aspects of convention to ensure that it runs smoothly

American Sheep Industry

- Update mailing list in June
- Recruit and maintain MT producers on various committees
- Apply for and report on various grants funded through ASI

Qualifications

- Agriculture and livestock background or experience desired
- Ability to work with little or no supervision and manage large numbers of volunteers
- Experience with computers and knowledge of smartphone use mandatory. Experience with Quickbooks, Full Microsoft Suite, and Access desired. Adobe InDesign experience is a plus.
- Good record keeping skills, public speaking, organizational skills, and ability to multitask
- Secretary must provide space for office
- Association owns an 8 X 26-foot enclosed trailer for storage of records. It should be parked reasonably close to office to allow secretary to store and retrieve records

From the MWGA Bylaws (updated 2021)

SECTION 4. SECRETARY. The secretary shall be elected or appointed by the board of directors. The offices of secretary and treasurer may be united, and the duties thereof discharged by the same person.

The secretary shall issue notice for all meetings; shall keep the minutes; shall have charge of the corporate seal, books, and records of the MWGA; shall sign with and attest to the president's signature on such instruments as require the secretary's signature or attestation; and shall make such reports and perform such other duties as are incident to the office of secretary and as are properly required by the board of directors.

The secretary shall hire and direct such employees as are necessary for the management of the office of the MWGA. The secretary shall determine the compensation of the employees hired.

SECTION 5. TREASURER. The treasurer shall be elected or appointed by the board of directors. The office of treasurer may be combined with and discharged by the secretary.

The treasurer shall have custody of all monies and securities of the MWGA and shall keep accurate books of account. The treasurer shall sign or countersign such instruments as require his or her signature and shall perform all other duties incident to the office or which are properly required by the board of directors; and if required by the board of directors, the treasurer shall give to the MWGA bond for the faithful performance of the duties relating to the position.