



American Jersey Cattle Association | National All-Jersey Inc.

### Position Description

**Position Title:** Communication Assistant (Part-Time)

**Location:** AJCA-NAJ Headquarters, Reynoldsburg, Ohio

**Reports To:** Director of Communications

**Position Objective:** Support the Communications Department with daily operations, including website updates, print and digital media development, youth program coordination, and promotional efforts.

### Key Responsibilities

- Maintain and update organization websites (content creation, posting, and editing).
- Develop and publish show reports for print and online platforms; manage show results database.
- Support National Jersey Youth Development programs, including preparing awards and mailing show ribbons.
- Collaborate with Jersey Marketing Service and Communications staff to develop sale catalogs and promote animals.
- Assist with social media content creation for USJersey, *Jersey Journal*, and Jersey Marketing Service.

### Qualifications & Skills

- Strong writing, grammar, and communication skills.
- Ability to think both analytically and creatively.
- Proven organizational skills with the ability to multi-task and meet deadlines.
- Attention to detail is essential.
- Experience with Adobe Creative Cloud applications, including InDesign, Photoshop, and Premiere, preferred.
- Familiarity with WordPress or comparable web platforms is a plus.
- Proficiency with Microsoft Office 365 and general office software.
- Background or interest in the dairy or agricultural industry strongly preferred.

**Working Conditions:** Part-time position, 24 hours a week. Works in an office setting and team environment.

*Qualified candidates should submit a letter of application and résumé to Kim Billman, Director of Communications, by [email](mailto:kbillman@usjersey.com) with "Communication Assistant" in the message's Subject Line to [kbillman@usjersey.com](mailto:kbillman@usjersey.com). Or by mail to 6486 E. Main St., Reynoldsburg, OH 43068.*

*Note: This job description is not intended to be all-inclusive. The employee may be required to perform additional duties as assigned by the department head, Executive Secretary, or their designee.*