

On-Farm Network®

Communications Assistant

Position Summary

Assist On-Farm Network® communications manager in providing information on the program to farmers, agronomists, corporate and private sector partners, and the media. Skills needed include writing, photography and photo editing, and working with wide a range of people from growers to researchers, farm media to popular press. Will be working on multiple projects with conflicting deadlines at the same time.

Duties

Assist communications manager for Iowa Soybean Association On-Farm Network in the following:

- Publications: writing copy, shooting photos, selecting photos, and working with graphic artists to prepare materials for magazine inserts, magazine articles, manuals, booklets, press releases, etc.
- Media relations: working with members of the farm and non-farm media to provide information and photos for stories about On-Farm Network studies. Facilitate and coordinate interviews with On-Farm Network staff and participants. Provide photos as needed.
- Website: assist in maintaining, updating multiple websites for On-Farm Network and affiliated programs. Includes working with website designer, providing materials and link information, and routine scrutiny of site to make sure changes are made and links are active.
- Audio/video production: script, record, edit A/V materials for presentations, training and website use.
- Conferences: help in promoting, scheduling annual On-Farm Network conference and regional meetings, as well as assisting in growing schedule of webinar training sessions.
- Other duties as assigned by the communications manager or research director.

Qualifications

- Minimum of 3-5 years experience in ag media or public relations.
- Writing, photography and proofreading skills are a must.
- Proven ability to work in fast-paced, high-pressure situations with minimal oversight.
- Ability to work with a wide variety of people, from growers to research scientists, consumers, government agency employees, etc.

Other desirable skills

- Audio and video recording, editing experience desirable, but a willingness to develop these skills is essential.
- Experience with Microsoft Office (Word, Excel, PowerPoint, Outlook, some Access) and Adobe Design Suite (PhotoShop, InDesign, Adobe Bridge, Acrobat Pro, Dreamweaver, Flash, etc.). Video editing experience (Final Cut Pro) is a plus.
- Understanding of row crop production practices and products, as well as conservation and environmental aspects of agriculture.

To apply:

Send letter of application, resumé, references (three suggested), expected salary, and work samples by mail

to: *'Communications Assistant'*
c/o Sue Heath
Iowa Soybean Association
1255 SW Prairie Trail Pkwy
Ankeny, IA 50023

To apply by email, send the above to: sheath@iasoybeans.com; subject line: *Communications*.

Application Deadline: May 28, 2010