



Oregon

Theodore R. Kulongoski, Governor

Oregon Dairy Products Commission

10505 SW Barbur Blvd.

Portland, OR 97219

(503) 229-5033

FAX (503) 245-7916

OREGON DAIRY PRODUCTS COMMISSION POSITION DESCRIPTION

SECTION 1 - POSITION INFORMATION

Position Title:	Marketing & Communications Assistant
Position Category:	Marketing
Agency Number:	617000
Work Location:	Portland, Oregon
Position:	Full Time
Eligible for Overtime:	No

SECTION 2 - PROGRAM/POSITION INFORMATION

The Oregon Dairy Products Commission (ODPC) was created in 1943 by an act of the State Legislature and represented the first industry in the state to request the authority to tax itself for the purpose of its own betterment through marketing, promotion, education and research. ODPC is one of 27 industry-funded commodity commissions that operate under the umbrella of the Oregon Department of Agriculture's (ODA) Commodity Commission Program, and whose statutory authority is provided specifically in ORS 576.

The Marketing & Communications Assistant reports to the Director of Marketing.

SECTION 3 - DESCRIPTION OF DUTIES

- Coordinate day-to-day project management for the Commission's events, sponsorships, and other promotional efforts, including staffing and materials.
- Collaborate with vendors to ensure on-time delivery of services and materials.
- Assist with the development, research and writing of feature stories, articles, newsletters, news releases, newsletters, fact sheets, presentations, and other communications supporting public relations efforts for Oregon dairy products.
- Provide support in the development of marketing collateral, signage, and promotional items.

- Assist in background research for communications, and marketing promotions and programs.
- Assist in updating website content.
- Fulfill promotional materials requests, and other general requests for materials or information.
- Act as liaison with dairy producers and processors in terms of material and information requests.
- Provide department support in tracking marketing and public relations results, update files for photos and topic background materials.
- Other duties as assigned.

SECTION 4 - SUPERVISORY DUTIES

- No supervisory duties.

SECTION 5 - REVIEW OF WORK

- Performance is reviewed on an annual basis by the Director of Marketing.

SECTION 6 - WORKING CONDITIONS

- Applicant must have, or be able to obtain, a valid driver's license and have a good driving record or be able to provide an acceptable method of transportation.
- The Marketing & Communications Assistant will be expected to work a minimum of 40 hours per week on a five-day basis. Occasional overnight travel and work during weekend and evening hours may be required.

SECTION 7 - GUIDELINES

- The Marketing Communications Assistant must become familiar with statutes, rules, and policies and procedures as they relate to a commodity commission marketing and promotions program.

SECTION 8 – PREFERRED QUALIFICATIONS

- Five or more years professional experience in journalism, marketing, business development or communications.
- Four-year college degree or equivalent work experience required; PRSA, IABC, or AMA membership a plus.
- Strong written and verbal communications ability and editing skills are a must.
- Must be able to prioritize work, manage multiple projects, and consistently meet required deadlines.
- Some experience in dairy, food industries, agriculture, natural resources, or the natural sciences preferred.
- Working knowledge of print production, electronic communications, website content, and graphic design.
- Must be self-motivated and able to work independently and in a team environment.
- Posses a valid driver's license and have a good driving record.

- Willingness and ability to accommodate light travel, and work some nights and weekends. (This position is exempt from overtime compensation.)

Candidates selected for an interview will most closely match the qualifications listed above.

SECTION 10 - COMPENSATION

As a state agency, the Commission provides a benefit package including medical, vision and dental insurance; paid vacation, sick leave and holidays; and contribution toward state retirement plan. Options for life and disability insurance are available. The position is a full-time unrepresented management position and is not eligible for overtime.

Position Salary Range: \$35,000 - \$50,000

SECTION 11 – APPLICATION

Send application materials including cover letter, resume, and three professional references to:

Marketing & Communications Assistant Recruitment
Oregon Dairy Products Commission
10505 SW Barbur Blvd.
Portland, OR 97219

Initial review of applications will begin August 1, 2008. Position will remain open until filled. Applications submitted via e-mail (marilyna@oregondairycenter.org) will be considered only if a complete application is also received via mail. No phone calls or faxes, please.

The Oregon Dairy Products Commission is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, marital status, disability, political affiliation, belief, or veteran status.