



Northeast Dairy Producers Association, Inc.

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www.nedpa.org

Member Services Director

POSITION DESCRIPTION

The Northeast Dairy Producers Association (NEDPA) seeks an ambitious, creative, self-starter for the position of Member Services Director. Excellent written, verbal and electronic communication skills are required, along with an understanding of and passion for the dairy industry.

The Member Services Director is a full-time, salaried position. The Member Services Director will work from a home office and under supervision of the Executive Director, with council from the NEDPA Board of Directors. The successful candidate must possess excellent organizational and time management skills, be capable of planning his/her own full-time schedule, and be disciplined to identify and complete tasks necessary to fulfill the responsibilities of the position.

The NEDPA Member Services Director will be responsible for becoming familiar with, and staying up-to-date on, current dairy industry challenges, and taking a creative approach to helping NEDPA members address them. NEDPA currently identifies the following areas as priority, however these may change as dictated by an evolving industry:

- CAFO permitting and water quality
- Labor and human resources management
- New York's Dairy OSHA Local Emphasis Program
- Animal well-being and the Farmers Assuring Responsible Management (F.A.R.M.) Program

The NEDPA Member Services Director will be asked to work on issues and challenges that have direct on-farm impact and respond to member questions and needs concerning those issues and challenges. The NEDPA Member Services Director will source information and tools to help members stay informed and in compliance with industry issues, laws and regulations, as well as create resources where there is a need.

The position will require travel, primarily within New York State. Farm visits will be required, both to serve current member farms and to recruit new members. The NEDPA Member Services Director will be expected to attend NEDPA Board Meetings and member meetings, NEDPA and industry events, and to represent NEDPA on certain committees and work groups.

The NEDPA Member Services Director will also be responsible for the following:

- Regular communication with Executive Director, Board of Directors and members
- Coordinate the annual membership renewal drive and contact with prospective members
- Maintain membership lists and contact information
- Share responsibility of updating the NEDPA website
- Plan and organize some of NEDPA's meetings and events. Help create and gather handouts and materials for meetings and events.
- Write a Member Services Director column for each of NEDPA's quarterly newsletters and work with Executive Director and Newsletter Editor to prioritize and source newsletter content
- Provide timely updates to be shared with members in E-News
- Submit monthly expense reports and receipts

Salary and benefits package will be determined based on the successful candidate's relevant experience, education, knowledge and skill set. In addition to compensation, the Member Services Director will receive a monthly stipend to support maintenance of their own computer and technology and to subsidize utilities for their home office. The Member Services Director must have their own reliable vehicle and will be reimbursed for NEDPA-related mileage according to the IRS standard business mileage rate.

Interested candidates should e-mail cover letter and resume to:

Tonya Van Slyke, NEDPA Executive Director: tonya@nedpa.org