

UTAH FARM BUREAU FEDERATION

POSITION DESCRIPTION

- Title:** Executive Administrative Assistant and Corporate Event Planner
- Function:** To provide secretarial and general administrative assistance to the executive team of the Utah Farm Bureau Federation and affiliated companies and coordinate all major events of the Utah Farm Bureau.
- Authority:** Maintain physical security of corporate files, documents, and correspondence.
- Schedule and arrange travel and transportation for the CEO, Utah Farm Bureau Board of Directors and other personnel as approved.
- Effectively manage meeting planner functions coordinating facilities and functions related to conventions and conferences.
- Skills:** Excellent communication and presentation skills (written and verbal); high level of organizational skills; ability to work well in teams as well as lead teams; strong problem-solving skills; good time management skills; demonstrate good judgement and decision making, friendly attitude and excellent public relations skills; maintain a positive, team-based work environment; the ability to initiate job-related tasks without supervision; Proficient at Microsoft Office 365.

Administrative Responsibilities:

1. Arrange travel for personnel, officers, board members and others as assigned.
2. Assist in preparation and distribution of Farm Bureau communications [letters, memos, reports, emails, etc.] Provide secretarial assistance to executive staff as assigned.
3. Assist counties by designing county invitations [Spring Issues Surfacing Meetings, summer picnics, county business meetings, etc.], as requested.
4. Schedule meetings, conferences, etc., as assigned by the CEO and president and assist in all organizational conference planning, including board of director's meetings.
5. Send board meeting notifications. Prepare board book on BoardEffect and post one week prior to each board meeting.
6. Prepare minutes of board meetings, committee meetings, and AgPAC meetings.
7. Provide executive level interface on behalf of Utah Farm Bureau with organizations and businesses outside of Utah Farm Bureau.
8. Provide administrative assistance and coordinate the Utah Century Farm and Ranch program.
9. Maintain Salina Marketing stock database and assist with stock transfers and sells.
10. Daily process the mail and drop at the post office. Manage postage machine and postage.
11. Work with and assist other staff members to maintain a positive team-oriented environment.
12. Identify opportunities for improvement of office systems and procedures. Maintain a positive, cost effective, and efficient work environment.
13. Learn and become proficient with the membership database program.
14. Perform other duties as assigned.

Event Planner Responsibilities:

The event planner produces events from conception through to completion and must provide outstanding customer service. A high degree of organizational skill is necessary to organize memorable events that meet quality expectations.

1. Coordinating conference logistics, securing hotel room blocks, managing online event registration.
2. Event planning, design and production while managing all project delivery elements within time limits.
3. Liaison with venues, hotels, and transportation companies.
4. Negotiate contracts with convention centers, hotels, speakers, transportation companies, and event registration platforms.
5. Coordinate convention program development, speakers and entertainment.
6. Provide feedback and periodic reports to stakeholders.
7. Propose ideas to improve provided services and event quality.
8. Organize facilities and manage all event details such as décor, catering, entertainment, transportation, location, invitee list, special guests and dignitaries, equipment, and promotional material. Create Banquet & Event Orders (BEOs).
9. Review billing and submit invoices to the CFO for payment.
10. Ensure compliance with insurance, legal, health, and safety obligations.
11. Specify staff requirements and coordinate staff activities.
12. Cooperate with the Communication and PR Team to promote and publicize events.
13. Proactively handle any issues and troubleshoot emerging problems the day of the event.
14. Conduct pre-and post-event evaluations and report on outcomes.

Reportability: Reports to the Vice President of Administration and Consumer Engagement orally and/or in writing as needed.

Relationship: Maintain regular communication (not supervisory in nature) on behalf of the CEO with all employees on matters relevant to Farm Bureau operations.

Qualifications: Professional training and demonstrated superior skills in business, communications, advanced planning, and administrative work.

An interest in agriculture, natural resources, and political issues.

Ability to compose letters, reports, memos, agendas, presentations, and brochures as assigned.

Ability to set up, maintain and utilize computer database files.

A self-starter with the ability to work without supervision; able to exercise good judgment; ability to keep information confidential; work in a cooperative, flexible way with all personnel and volunteer leaders.

Ability to maintain a high standard of professionalism in conduct and demeanor especially under pressure. Maintain a high standard of professionalism in appearance.

The position requires some travel and occasional work on nights and weekends.

The position requires lifting.