**OREGON DAIRY PRODUCTS COMMISSION**

**POSITION ANNOUNCEMENT**

**SECTION 1 - POSITION INFORMATION**

Position Title: Nutrition Affairs Coordinator

Position Category: Nutrition Affairs

Agency Number: 617000

Work Location: Portland, Oregon

Position: Full Time

Eligible for Overtime: Yes

**SECTION 2 - PROGRAM/POSITION INFORMATION**

The Oregon Dairy Products Commission (ODPC) has an excellent opportunity for an individual to join our team to provide support for our Nutrition Affairs programs.

The Oregon Dairy Products Commission (ODPC) was created in 1943 by an act of the Oregon 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, nutrition 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 Commission accomplishes its initiatives through communications and under the program areas of Dairy Farmers of Oregon and Oregon Dairy Council.

**The primary duties of the Nutrition Affairs Coordinator include:**

* Coordinates exhibits, speakers, and sponsorship for meetings.
* Assists in gathering content for websites, social media and e-newsletters.
* Tracks and reports on metrics associated with website and other social media.
* Assists in gathering data to report and evaluate program results.
* Completes approved tasks/projects on time and budget as directed by Director of Nutrition Affairs.
* Coordinates marketing and distribution of education materials to Oregon customers via print, website and other electronic distribution channels.
* Assists in identifying and tracking nutrition issues.
* Assists in creating nutrition content for media calendar and industry communications.

**Preferred Qualifications:**

* Three year’s work experience preferably in marketing, public relations, communications, nutrition and/ or sales.
* Four-year college degree preferably with an emphasis in marketing, public relations, communications, or nutrition.
* Involvement and/or familiarity with dairy foods or the dairy products industry preferred.
* Strong written and verbal communications skills a must.
* Demonstrated skills in social media to achieve business objectives.
* Microsoft office skills including Outlook, Excel, Word and PPT.
* Excellent project coordination and time management skills.
* Ability to work effectively in a team environment.
	+ - * Puts success of team above own interests.
* Must be self-motivated and able to work independently and in a team environment, particularly in a small office setting.
* Must be able to organize work to meet continually shifting priorities, multiple projects, and consistently meet required deadlines.
* Have a consistent positive attitude and good people skills.
* Willingness to accommodate light travel, and work some nights and weekends.

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

Starting pay range: $16. 90 - $18.00 per hour

**APPLICATION PROCESS**

Visit www.oregondairycouncil.org for a full position description. Position will remain open until filled. Send cover letter and resume to:

Nutrition Affairs Coordinator Recruitment

Oregon Dairy Products Commission

10505 SW Barbur Blvd.

Portland, OR 97219

Applications may be submitted via e-mail (theresay@oregondairycenter.org). References may be included, but are not required. No phone calls or faxes, please.

Qualified candidates selected for an interview may be required to provide three personal references.

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.