



Oregon Dairy Princess Ambassador State Director

Job Description

Job Title: State Director, Oregon Dairy Princess Ambassador Program

Reports To: Oregon Dairy Women Princess Committee Chairperson

Supervises: Oregon Dairy Princess Ambassador (ODPA) and Oregon Dairy Princess Ambassador First Alternate.

Purpose of the Position: The State Director coordinates the Oregon Dairy Princess Ambassador Program in conjunction with the county dairy women units to promote the Oregon dairy industry statewide. The princess ambassador program is designed to provide professional and personal development opportunities to young women while promoting the Oregon dairy industry.

Essential Responsibilities:

- Contact and take inquiries from schools, civic organizations, commodity groups, and other interested parties, to schedule visits for the ambassadors.
- Create and maintain schedule for state and first alternate dairy princess ambassadors. Serve as primary advisor for events in coordination with county directors. Attend county coronations and coordinate training days for ambassadors.
- To organize and coordinate events for the ambassadors at the state level (e.g. golf tournaments, Milk Carton Boat Races).
- Scholarship fundraising for the State Contest. Sending letters and email requests to solicit donations, follow-up as needed and coordinate with committee members.
- Organize state contest including work with vendors (ex. A/V, venue coordinator, master of ceremonies, hair and makeup, etc.), create and maintain schedule, compose scripts for evening and coordinate princess ambassador committee on other tasks.
- Organize multi-day training in June for county ambassadors including coordination of speakers, content and activities.
- Coordinate state and county ambassador representation at the Oregon State Fair including being the on-site point person.
- Attend and report on program activities at regular princess committee meetings and state meetings as scheduled.

Qualifications:

- Experience working with young adults to develop professional skills.
- Be able to create effective, persuasive and interesting presentations.
- Experience in coordinating events.
- Possess strong organizational and time management skills with attention-to-detail.
- Effective written and oral communication skills.
- Proficiency in Microsoft Office, Excel and Google Suite of programs.
- Possess valid Oregon driver's license with an acceptable driving record and insured vehicle available to use on the job and travel as necessary to represent the program.
- Must pass a criminal background check.
- Familiarity with dairy industry or willingness to learn.
- Requires a bachelor's degree or five years' work experience.

Work Schedule: Estimated 175 days of work per year (including a minimum of 145 days with the State Princess and First Alternate).

Working Conditions: This position requires periodic evening and weekend event obligations including overnight travel. Events will occur in diverse environments and conditions including on-farm, outdoor and in varied weather conditions.

Salary: \$28,000 - \$32,000, depending on experience
Oregon Dairy Women do not offer benefits. Mileage is reimbursed at IRS annual rate.

Please submit cover letter, resume and references addressed to Oregon Dairy Women Princess Committee. Send materials to oregondairywomen@gmail.com. No calls, please.

Deadline March 29, 2019 5 PM.