



Industry Programs and Communications Specialist Boise, ID

Are you passionate about the beef industry? Are you looking for an opportunity to make a notable contribution to Idaho's beef producers?

Brief Job Description: You will have the opportunity to work with producers, industry partners, and stakeholders across Idaho's beef industry.

To join a team enthusiastic about beef:

- Review the attached Job Description
- Submit a cover letter **and** resume by **email** to JWhitman@IDBeef.org or by **mail** (address below)
- Deadline for applications: **Open until filled**

Contact Information:

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Industry Programs and Communications Specialist Job Description

Position Title: Industry Programs & Communications Specialist
Reports to: CEO
Location: Boise, Idaho
Position Type: Full-time
Location Type: On-site, Travel Required

About the Idaho Beef Council (www.IDBeef.org)

Consumers around the country may associate Idaho with its famous potatoes, but Idaho ranchers know that the state's agricultural industry produces another important product: BEEF. In a state where cattle outnumber people, the Idaho beef industry is an integral part of local communities and an important contributor to the Idaho economy. The Idaho Beef Council (IBC) is a consumer-focused, producer-directed organization representing the state's second largest agricultural industry through promotion, education, and research.

About You

You are a relationship-builder who enjoys working with producers, industry partners, and stakeholders across Idaho's beef industry. You are organized, self-motivated, and comfortable managing multiple projects while maintaining attention to detail. You take pride in your work, and bring a positive attitude to your team.

You communicate effectively with a variety of audiences, whether leading a training, coordinating an event, or developing educational and promotional materials. You enjoy working both independently and as part of a team, and you are passionate about supporting Idaho cattle producers and the beef industry.

Position Overview

The Idaho Beef Council is seeking a motivated professional to support producer outreach, industry engagement, educational programming, and Beef Quality Assurance (BQA) efforts throughout Idaho.

This position serves as one of the organization's primary industry-facing representatives and plays a key role in building relationships with producers, industry partners, educators, and stakeholders. The successful candidate will help execute strategic initiatives that advance producer education, strengthen industry engagement, increase awareness of IBC programs and resources, and drive beef demand. Working closely with the CEO and other staff, this position combines program management, communications, relationship-building, event coordination, and industry outreach to support the mission of the Idaho Beef Council.

Key Responsibilities

Producer Outreach & Industry Relations

- Represent IBC at producer meetings, conferences, trade shows, and industry events.
- Build and maintain relationships with cattle, breed, dairy, and agricultural organizations.
- Communicate Beef Checkoff investments and program impacts.
- Identify and develop opportunities to strengthen relationships with Idaho cattle producers.

Marketing & Communications

- Develop content for newsletters, articles, websites, social media, reports, and promotional materials.
- Coordinate communication efforts and track performance metrics.
- Work with agency, media, and industry partners as needed.
- Prepare reports, presentations, and updates for leadership and stakeholders.

Program & Event Management

- Coordinate educational programs, meetings, trainings, and industry events.
- Manage logistics, participant communications, and program materials.
- Support implementation of strategic initiatives and special projects.

Beef Quality Assurance (BQA)

- Coordinate BQA trainings and CE opportunities throughout Idaho.
- Collaborate with trainers, advisory committee, and industry partners.
- Promote program participation and support enrollment efforts.
- Monitor program performance and identify opportunities for improvement.
- Serve as a resource regarding BQA standards and best practices.

Perform other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree in agriculture, communications, marketing, business, public relations, education, or related field; or equivalent combination of education and experience.
- Three years of relevant professional experience.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational, project management, and relationship-building abilities.
- Proficiency with Microsoft Office and virtual communication platforms.
- Valid driver's license.

Preferred

- Practical knowledge of cattle production, the beef industry, or agriculture gained through personal, educational, or professional experience.
- Experience with producer education, outreach, events, or training programs.
- Experience with digital marketing, communications, or content development.
- Experience working with commodity groups, agricultural organizations, or associations.

Additional Requirements

- Ability to travel throughout Idaho and occasionally outside the state (approximately 25% travel).
- Ability to work evenings and weekends to support meetings, trainings, conferences, and industry events.
- Ability to travel overnight as needed.
- Ability to represent the Idaho Beef Council professionally when interacting with producers, industry partners, stakeholders, and the public.

Compensation and Benefits

- Competitive salary
- 11.96% employer contribution to the Public Employee Retirement System of Idaho (PERSI)
- 15 days of vacation, 11 state holidays, and 12 sick days per calendar year
- Basic life and disability benefits: <http://ogi.idaho.gov/life-disability/>
- Excellent health benefits: <https://ogi.idaho.gov/medical/>
- Compensation for travel expenses provided according to travel policy

Voluntary Benefits

- PERSI Choice 401(k) Plan <https://www.persi.idaho.gov/choice-401k-plan>
- Flexible Spending Accounts <https://ogi.idaho.gov/flexible-spending-accounts>
- Voluntary Term Life Coverage <http://ogi.idaho.gov/life-disability/>
- Short- and Long-Term Disability <http://ogi.idaho.gov/life-disability/>

The Idaho Beef Council is proud to be an equal opportunity workplace and is an affirmative action employer. Equal opportunity and consideration are afforded to all qualified applicants and employees. We won't unlawfully discriminate based on gender identity or expression, race, ethnicity, religion, national origin, age, sex, marital status, physical or mental disability, veteran status, sexual orientation, and any other category protected by law. The Idaho Beef Council is committed to working with and providing reasonable accommodation to applicants with disabilities under the American Disabilities Act and state disability laws. Idaho Beef Council is a tobacco and drug-free workplace.