



IDAHO WHEAT

Job Vacancy

Position Title: Communications & Programs Manager
Location: Boise, Idaho
Classification: Exempt, Professional
Reports to: Executive Director

About the Organization:

The Idaho Wheat Commission (IWC) is a self-governing, state agency funded by Idaho's wheat growers with a mission to increase the profitability of Idaho wheat producers by investing grower assessment dollars in market development, research, and grower education. The wheat commission is governed by a board of five wheat growers who are appointed by the Governor of the State of Idaho to serve a five-year term.

Scope of Position:

The Communications and Programs Manager works with the Executive Director and other members of IWC staff to develop and implement a communications and programs strategy for IWC focused on grower outreach. Along with the Executive Director, the Communications and Programs Manager serves as liaison to local, state, national and international media, and communications vehicles. The Communications and Programs Manager will oversee IWC digital and print communications and will organize, coordinate, and implement events and special projects. The Communications and Programs Manager is expected to cultivate close relationships with growers through interactions at field days, grower meetings, conferences, and on the farm to become a knowledgeable advocate for grower interests.

Minimum Qualifications:

- Bachelor's degree in English, Communications, or similar
- Excellent verbal and written communication skills
- Advanced computer skills
- Understanding of Idaho's agriculture industry

- Communications and program management experience
- Willing to travel up to 30%

Preferred Qualifications:

- Experience in or understanding of wheat industry
- Foreign language proficiency
- Experience setting, managing, and operating within a budget
- Experience with graphic design and design programs, such as Canva and/or Adobe

Example of Duties:

1. Develops, coordinates, and implements IWC programs and events including, but not limited to, the PNW Export Tour, PNW Legislative Tour, Domestic Marketing Tour, Direct Seed Workshop, trade teams, webinars, seminars, meetings, and community outreach.
2. Manages IWC digital communications by compiling and executing weekly and monthly electronic newsletters, overseeing the management of social media platforms, and overseeing the management of the IWC website.
3. Writes and distributes print materials on behalf of IWC including, but not limited to, press releases, opinion editorials, and letters to the editor.
4. Cultivates relationships with media professionals throughout the state to improve coverage of the Idaho wheat industry and programs of IWC. Responds to public requests for information about the wheat industry in Idaho.
5. Writes, solicits, and manages IWC materials submitted for the Idaho Grain Magazine, a quarterly magazine published by the Idaho Grain Producers Association (IGPA).
6. Develops itineraries for and assists Executive Director in hosting foreign and domestic trade teams. Works closely with IWC Office Manager to coordinate logistics for trade team hosting.
7. Develops content and agendas for and implements IWC grower education programs and works closely with IWC Office Manager to coordinate logistics for programs.
8. Attends public and private grower field days, University of Idaho Cereal School seminars, and partner organizations' meetings as requested to engage with wheat growers and stakeholders.
9. Works with IGPA and the Idaho Barley Commission (IBC) to define collaborative communication goals, strategies, and projects on behalf of the Idaho grain industry.

10. Participates in the budget process focusing on the Communications and Programs section, reviews and approves invoices for Communications and Programs accounts, and manages communications and programming within a set budget.
11. Manages IWC graphic and art files, i.e. photographs, slide decks, and videos.
12. Develops and creates displays, public relations materials, and educational programs and materials.
13. Assists in creating presentations and materials for IWC Commissioners and staff and prepares IWC educational materials as needed. Makes presentations as requested by the Executive Director.
14. Takes lead in providing information and educational elements of IWC Strategic Plan and develops Communications and Programs strategic plan as it relates to the mission of IWC.
15. Represents IWC at public and private events as needed. Takes on special assignments as requested by Executive Director.
16. Serves as a resource for growers and industry members.
17. Monitors issues affecting the wheat industry and grower profitability to provide educational opportunities for Idaho's wheat growers.
18. Assumes administrative functions as assigned by the Executive Director

Compensation:

- Salary depends on qualifications
- State of Idaho Benefits described in detail here <https://ogi.idaho.gov/>
 - Medical, Dental and Vision Insurance (IWC pays 100% of employee coverage)
 - PERSI Pension and optional 401(k) Retirement Plans
 - Flexible Spending Medical and Dependent Day Care Accounts
 - Life & Disability Insurance
 - 14 paid days off, 12 paid sick days, 13 annual holidays
- Cell phone allowance

How to apply:

Send resume and cover letter to:

Britany Hurst Marchant
Executive Director
britany@idahowheat.org