



204 Marshall Rd. • P.O. Box 1100  
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voiceditor@kc.rr.com

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## Maine-Anjou *Voice* Editor / Director of Communications

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### **Overall Purpose**

Responsible for the production of the Maine-Anjou *Voice* publication and to assist in all communications within the Maine-Anjou breed. The Maine-Anjou *Voice* is a bi-monthly publication. Contact and develop strong customer relations with advertisers. Sell advertising in publication, web site and any other areas of Maine-Anjou marketing. Also responsible for design / layout of all print and web projects. Will also assist in show coordination and attend Maine-Anjou shows and sales throughout the year. Represent the Maine-Anjou Association in a professional manner.

### **Responsibilities**

- Production from start to finish of bimonthly publication. Including ad sales, design work, layout, sending files to printer and working closely with printer.
- Production of all Maine-Anjou sale catalogues (sales put on by the American Maine-Anjou Association).
- Ad sales, develop strong customer relations with all Maine-Anjou advertisers.
- Layout/design work. Will be responsible for designing and laying out publication and sending files to printer for production.
- Handle and manage all subscriptions for the Maine-Anjou *Voice*.
- Respond to all e-mail requests and phone call requests in a timely manner. Including sending out logos, photos, print ready ads and any other requests.
- Update Maine-Anjou web sites in a timely manner.
- Send out e-mail blasts regularly, press releases and report all other Maine-Anjou news.
- Responsible for all Maine-Anjou *Voice* financial's.
- Help in the coordination of all Maine-Anjou shows, sales and events as put on by the American Maine-Anjou Association. Work closely with the Director of Youth Activities/Special Events.
- Arrange and coordinate travel plans. Set up hotel blocks for big events, plan trips, work with Director of Youth events and AMAA to arrange travel plans accurately and cost effectively.
- Represent the AMAA and the Maine-Anjou *Voice* in a clean, professional manner at all events.

### **Qualifications / Requirements**

- BS degree or equal work experience in agriculture. Preferably a degree in Agricultural Communications/Journalism and/or Animal Science.
- Experience required with design/layout in Adobe programs.
- Quick learner and able to take on multiple tasks at once.
- Strong communication skills.
- Able work well with advertisers, breeders, AMAA staff and all other business oriented people involved with the breed.
- Proficient with online skills in e-mail communication.
- Positive attitude and willing to take on any tasks that may be required.
- Written communications skills. Able to write feature articles, write-ups, press releases, e-mail blasts, etc.

### **Benefits**

- Additional commission rates based on ad sales
- Salary based
- Benefit package, including insurance
- 401K
- Accrable paid time off

### **Please send résumé, with cover letter and references to:**

American Maine-Anjou Association  
Attn: John Boddicker, CEO  
204 Marshall Rd.  
P.O. Box 1100  
Platte City, MO 64079

*All résumés should be received no later than Aug. 10, 2009. Start date is tentatively Oct. 1, 2009.*