

Position Announcements: *Program Manager/Director* Kentucky State Beekeepers Association (KSBA)

Salary: \$20 per hour plus Fringe
Average Week: 30 hours per week including Saturdays during the spring
Employment Type: Contract

We are seeking a Program Manager/ Director to assist with the implementation and expansion of KSBA's new Kentucky Certified Honey Program (KCHP) across the State of Kentucky. You would be required to perform administrative duties, coordinate event speakers, represent KSBA at scheduled events and assist with promotional activities, website postings and maintain the annual events calendar.

Responsibilities:

- Review and process KCHP membership applications.
- Assist with the sale of KCHP labels.
- Maintain a specified data base.
- Prepare monthly, quarterly and annual reports
- Focus on the KSBA/KCHP 2019 and 2020 Goals
- Coordinate KSBA representative attendance to various bee schools and other events.
- Travel to bee schools on weekends, KY State Fair and other beekeeping related events.
- Assist KSBA and KCHP with promotional activities at Bee schools and other events such as the KY State Fair and other beekeeping conferences.

Qualifications:

- Experienced background and knowledge of beekeeping
- Have good managerial skills.
- Ability and willingness to travel frequently within the State.
- Have a friendly non-confrontational demeanor/professional.
- Excellent written and verbal communication skills.
- Experience in giving power point presentations.
- Have an exceptional attention to detail and data collection.
- Strong organizational skills.
- Above average skills with website management.

Note: This is initially a two year contract position with the option for renewal.

Questions: David F. Shockey, Secretary, KSBA; (270) 307-8549

Mail Applications to: Kentucky State Beekeepers Association
P.O. Box 621
Elizabethtown, KY 42702