

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

Salary: \$20 per hour plus expenses
Average Week: 20 hours per week including possible evenings and weekends
Employment Type: Contract

We are seeking a Program Manager/ Director to assist with the implementation and expansion of KSBA's new Certified Kentucky Honey Program (CKHP) 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 CKHP membership applications.
- Assist with the sale of CKHP labels.
- Maintain a specified data base.
- Prepare monthly, quarterly and annual reports
- Focus on the KSBA/CKHP goals
- Assist KSBA and CKHP with promotional activities at Bee schools and other events such as the KY State Fair and other beekeeping conferences.
- Promote CKHP to beekeepers and consumers

Qualifications:

- Interest in 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 and online marketing

Questions: Thomas Ballinger, President KSBA; (270) 999-1440

E-Mail Applications to: Kentucky State Beekeepers Association
jobs@kybees.org

Applications will be accepted until January 23, 2021.