



Communications Specialist Job Description

U.S. Wheat Associates (USW), a non-profit organization working to promote exports on behalf of wheat producers, has an opening for a new position in its Arlington, VA, Headquarters. The Communications Specialist will provide a broad range of public affairs and marketing communications support to the organization. The position reports to the Director of Communications.

Duties and Responsibilities:

- Working collaboratively to implement producer and market development communications
- Researching and writing news releases, articles for USW newsletters, policy reports, etc.
- Media relations
- Promotional material production and support
- State member relations
- USW Web site and social media content management

Qualifications:

- Bachelor's degree in communications, marketing, business or related areas of study
- Proven successful experience in a professional communications position
- Excellent written, verbal and online communications skills
- Prior experience in agricultural industries and/or export categories preferred
- Ability to effectively work under tight deadlines and manage projects independently
- Excellent people skills and an upbeat and enthusiastic attitude
- Strong organizational skills and keen attention to detail

Interested candidates should send a resume and salary requirements via email or mail no later than Sept. 3, 2010, to:

Steve Mercer
Director of Communications
U.S. Wheat Associates, Inc.
3103 10th Street North, Suite 300
Arlington VA 22201
smercer@uswheat.org
www.uswheat.org

About U.S. Wheat Associates:

USW is the industry's market development organization working in more than 100 countries on behalf of U.S. wheat producers. The activities of USW are made possible by producer check-off dollars managed by 19 state wheat commissions and through cost-share funding from USDA's Foreign Agricultural Service. USW is an equal opportunity provider and employer. USW prohibits discrimination in all its programs and activities on the basis of race, color, religion, national origin, gender, marital or family status, age, disability, political beliefs or sexual orientation.