



Youth Programs Project Administrator

Vacancy Announcement

American Dairy Association North East (ADANE), a non-profit organization is looking for a Project Administrator. The Youth Programs Project Administrator provides support to overall team goals and strategies which lead to increase milk and dairy sales throughout the service region market area. Responsibilities include the effective management of multiple projects and priorities such as, but not limited to assisting with coordination of conferences; executing school marketing campaigns and surveys; data mining, entry, analysis; creating and updating workflows.

Responsibilities:

- Assist with coordination and execution of Youth Programs' team projects
- Maintain accurate project worksheets; ensure project expenditures are within allotted budget
- Develop and maintain accurate school related data reports that support development and optimization of strategies to improve the efficacy and quality of school marketing programs, campaigns and surveys
- Assist with maintenance and updates of school database system for effective client case management
- Assist with development and execution of conferences and events for school district decision makers and influencers
- Establish and maintain relationships with third parties/vendors
- Responsible for accurate management and timely ordering of school support items, including but not limited to equipment and promotional items
- Build functional spreadsheets with detailed formulas, analysis and data entry information

Requirements:

- Associates degree in related field
- Minimum of three (3) years of experience in project management or related field
- Data analysis skills a must
- Marketing skills preferred
- Valid driver's license with a good driving record and access to a vehicle
- Travel up to 20% during the work week required
- Occasional weekend and overnight travel required

Skills and Abilities:

- Ability to develop, manage and execute clear action plans and projects.
- Ability to design, develop, implement and evaluate programs.
- Ability to plan, organize, coordinate media activities and promotional events.
- Ability to create, compose, and edit written materials with excellent attention to details.
- Skilled in organizing and establishing priorities.
- Ability to engage in clear and detailed oral and written communication with external and internal clients effectively.

- Ability to develop and deliver effective oral and written presentations.
- Strong interpersonal communication skills with the ability to work effectively with a wide range of constituencies in diverse communities.
- Ability to accurately present information to clients and effectively respond to questions.
- Ability to write routine reports and correspondence.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to work with minimal supervision.

The position will be based within the service territory of American Dairy Association North East.

Benefits include Medical, Dental, Life, LTD, insurances and 401 (k) Retirement Plan

Visit us at www.americandairy.com

We are an Equal Opportunity Employer

To Apply: Please email your resume with cover letter to: JobYPA@milk4u.org