

**Equity Cooperative Livestock Sales Association**  
**Position Description**

**Position Title:** Marketing Coordinator/Commodity Broker  
**Location:** Baraboo Office  
**Reports to:** Vice President of Marketing  
**FLSA Status:** Non-Exempt  
**Employment Status:** Full-time

**Overview:**

Equity, Wisconsin's largest livestock marketing cooperative, is also one of the nation's largest livestock marketing organizations. Service to its members is a primary obligation of all employees. This position will positively conduct activities and services of the Marketing side of the business under the direction of the Vice President of Marketing. The role of this position is to provide marketing assistance to the Commodities Division and support the non-auction Operations staff. This position will conduct daily tasks in a manner that meets all Cooperative policies, and manage daily responsibilities in accordance with established goals, plans, procedures and budgets as directed by the Vice President of Marketing.

**Essential Functions:**

1. Perform duties in compliance with all State and Federal Rules and Regulations.
2. Ensure compliance with all Equity policies.
3. Operation Support
  - a. Coordinate Private Treaty transaction processing.
    - i. Record all transactions with the field staff.
    - ii. Approve and forward invoicing and payment instructions to accounting.
    - iii. Maintain and reconcile daily livestock inventories.
    - iv. Match CVI's and shipping documents to invoices and maintain files.
  - b. Assist with online auctions.
    - i. Contact buyers before sales to gauge interest.
    - ii. Take bids over the phone and enter them into the software.
    - iii. Create and oversee an auction when needed.
    - iv. Distribute lot listing (email, fax, etc.).
  - c. Generate Calf Reports – Analyzing buyers, costs, weights, prices, etc.
  - d. Maintain Scrapie tag inventory and files.
4. Commodity Support
  - a. Coordinate Cattle contracts (producer-packer and producer-producer).
    - i. Establish the contract price and basis.
    - ii. Discuss with producer what they have, when they will be ready to market, what price/basis would be for contract.
    - iii. Prepare/Generate contracts.
    - iv. Mail/monitor/receive contracts.
    - v. Record and file signed contracts.
    - vi. Schedule and track delivery dates.
    - vii. Create and review payout worksheets.

- b. Commodity Brokering
  - i. Educate prospective clients on what services are offered.
  - ii. Create new client files.
  - iii. Maintain existing client files.
  - iv. Educate and advise clients regarding their options to market commodities.
  - v. Service customers by providing market data or taking orders.
  - vi. Enter orders as back up .
5. Perform other duties, as assigned.

**Qualifications and Requirements:**

1. Series 3 Certification or desire to obtain upon hire (required to complete all tasks of this position).
2. High school diploma and 2-5 years of related work experience or college degree in lieu of experience.
3. Knowledge of commodity marketing and/or exchange trading.
4. Agriculture background with livestock understanding.
5. Proficient computer user, specifically in Microsoft Office (Word, Excel, Outlook).
6. Excellent proof reading and editing skills.
7. Good communication and interpersonal skills.
8. Energetic, can-do attitude.
9. Well organized and able to prioritize.
10. High attention to detail.

**EEO Statement:**

Equity Cooperative Livestock Sales Association believes in equal employment opportunity. Our organizational success depends on the effective utilization of qualified people regardless of race, creed, color, religion, sex, age, national origin, disabilities, veteran status, marital status, sexual orientation, military status, genetic information, or any other characteristic protected by state or federal law.