on the farm ~ in the market ~ working together

ASSOCIATION COORDINATOR

Position Title: Association Coordinator
Location: Based in Baraboo - On-site
Reports to: Chief Administration Officer
FLSA Status: Exempt

Overview:
Equity Cooperative Livestock Sales Association is one of the nation's largest livestock marketing organizations. Service to its members is a primary obligation of all employees. The Association Coordinator will exercise independent judgment and discretion in administering association services, coordinating governance activities, supporting regulatory compliance, and serving as the primary resource for affiliated shipping associations, their boards of directors, officers, and patron-members. This position will regularly interact with the Association Directors and members as well as the Federation Executive Leadership team.

Essential Functions:

Association Services and Member Support
- Serve as the primary contact for shipping associations, directors, officers, and patron-members.
- Maintain association records, board rosters, officer listings, membership records, and organizational files.
- Coordinate services provided by the Federated Cooperative to affiliated shipping associations.
- Respond to inquiries and provide support related to association operations, membership, and governance.
- Build and maintain strong working relationships with association leadership and members.

Patron Equity and Preferred Stock Administration
- Administer patron equity, patronage, and preferred stock programs for affiliated associations.
- Maintain complete and accurate ownership records.
- Process transfers, redemptions, issuances, ownership changes, beneficiary updates, and related requests.
- Coordinate member communications regarding patronage, patron equities, preferred stock, unclaimed property, and member accounts.
- Assist with annual dividend reporting, related member correspondence, and required tax reporting documentation.
- Prepare records and reports related to patron equity and preferred stock activity.
- Assist members and their families with account, ownership, and estate-related inquiries.

Governance, Compliance, and Elections
- Maintain bylaws, governance documents, board records, and governance resources.
- Assist associations in complying with applicable state and federal cooperative regulations.
- Research governance issues and recommend updates to governing documents and policies.
- Develop and maintain model policies, procedures, and board reference materials.
- Support directors and officers in understanding governance responsibilities and cooperative best practices.
- Maintain records related to board actions, elections, and governance activities.

Annual Meetings and Director Elections
- Coordinate annual meeting schedules with the Executive Team, market staff, and association officers.
- Prepare and distribute annual meeting notices and required communications.
- Coordinate meeting logistics, materials, registration information, and member recognition activities.
- Manage annual distinguished patron recognition programs and door prizes.

• Assist associations with director election processes, ballot preparation, vote tabulation, election records, and board officer updates.
• Maintain annual meeting and election documentation.

Communications and Member Programs

• Develop, edit, and distribute bi-monthly newsletters and other association communications.
• Coordinate communication content with executive management, market staff, and association leadership.
• Communicate deadlines related to annual meetings, financial reporting, scholarships, and other association activities.
• Support member engagement and educational initiatives.

Scholarship Program Administration

• Coordinate shipping association scholarship programs from application through award distribution.
• Communicate with applicants, recipients, association leaders, and educational institutions.
• Assist with scholarship selection processes and award administration.
• Maintain scholarship records and supporting documentation.

Financial and Administrative Support

• Prepare invoices for services provided by the Federated Cooperative to affiliated associations.
• Maintain records supporting billings and services provided.
• Assist in gathering documentation necessary for financial statements, tax preparation, dividends, and member distributions.
• Coordinate mailings, postage, correspondence, reports, meeting materials, and recordkeeping functions.
• Perform special projects and other duties as assigned.

Qualifications:

Education and Experience

• Associate degree required; Bachelor's degree preferred in Business Administration, Agricultural Business, Communications, Cooperative Management, or a related field.
• Three to five years of experience in administration, member services, governance support, communications, cooperative operations, or a related area.
• Experience working with boards, committees, or member-based organizations preferred.
• Knowledge of cooperative governance principles and cooperative business structures preferred.

Knowledge, Skills, and Abilities

• Strong communication, organizational, and project management skills.
• Ability to interpret bylaws, policies, procedures, and regulatory requirements.
• Ability to work independently and manage multiple priorities simultaneously.
• Strong analytical, problem-solving, and recordkeeping abilities.
• Proficiency with Microsoft Office applications and database management systems.
• Ability to maintain confidential information and exercise sound professional judgment.
• Ability to effectively interact with directors, officers, members, market personnel, and executive leadership.

Requirements:

- Must be able to lift 40lbs.
- Must be able to stand for extended periods of time.
- The majority of work is performed in an office environment.
- Normal work hours are 8:00 am – 4:30 pm with occasional after-hours obligations.
- Valid WI driver’s license.

To apply directly: Send resume and cover letter to acomte@equitycoop.com