



Position Description – Member Services Manager

Posted: October 7, 2026 – Open until filled

WHO WE ARE: The Oregon Cattlemen's Association (OCA) has been in operation since 1913 and indirectly serves a dynamic community of 11,000 ranchers and, more directly, the voluntary members of OCA. These ranchers are distributed across the state in every county and contribute well over \$1 billion to the state's economy. The Association is a lean organization yet staff manages numerous and varied responsibilities to effectively serve the membership comprised of ranchers, allied industry, and individuals who wish to support a legacy-rich industry.

WHO WE ARE SEEKING: OCA is searching for a Member Services Manager who takes initiative, communicates with tact and accuracy, demonstrates the ability to multi-task, cares about the details, and is a problem solver. The successful candidate will be comfortable with regular member-facing communications and be a positive reflection of OCA. The Member Services Manager can anticipate overnight travel for up to three events throughout the year, including weekends. The successful candidate will possess a current Oregon Driver's License and be able to travel throughout Oregon for meetings and events.

ABOUT YOU: The successful candidate will be dependable, versatile, demonstrate professionalism, possess a good attitude, and demonstrate an exemplary commitment to reporting daily to an in-person workplace. The position is 32 hours per week, and located in Salem, Oregon. Regular on-site attendance in Salem, Oregon is an essential function of this position. The candidate will be service oriented, skilled in verbal and written communications, knowledgeable about the full suite of Microsoft Windows tools, Adobe, Canva, and WordPress. Membership database management experience strongly preferred.

Responsibilities

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the functions which the employee may be expected to perform.

- Assist the Executive Director as needed;
- Promote a professional office environment;
- Maintain membership database on a daily basis, including the direct management and input of membership data, both individually and aggregated;
- Manage membership data reporting and assist with trends analysis;
- Lead event planning efforts and accurately track corresponding registrations;
- Build relationships with and solicit event sponsors and tradeshow vendors;
- Manage website and social media platforms;
- Create content and advertise for events;
- Create content for the *Oregon Cattleman Magazine*;
- Accurate typing skills and ability to proofread work;
- Assist members via email and over the phone;
- Prepare membership mailings;
- Other duties as assigned and as the role evolves with the needs of OCA.

Oregon Cattlemen's Association
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October 6, 2025

Minimum Qualifications

- Demonstrated strong verbal and written communication skills
- One year in member services or related work experience
- Must be reliable, dependable, adaptable, and possess a strong work ethic
- Able to work on-site in Salem, Oregon – 32 hours per week
- Experience with social media and website management preferred
- Ability to manage tasks independently and work in a dynamic, small team environment
- Proficient in Microsoft Office
- Basic Graphics/Design software skills (Adobe and Canva preferred)
- Thorough proof reading and editing skills
- Preference may be given to those with a background in agriculture or the livestock industry
- Associate's Degree in Communication, Ag Communication, Business Management, Public Relations or equivalent combination of experience and education

FLSA Status: Non-Exempt

Compensation: Pay is \$25-\$30/hour, commensurate with experience.

How to Apply:

Qualified candidates are encouraged to send a cover letter and resume to Ryan Krabill, Executive Director via email at ryan@orcattle.com. Position will remain open until filled.

The Oregon Cattlemen's Association is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

OCA complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, age, disability, or other protected class.