



## Proposal of Position Responsibilities and Employment

The following outlines, but is not limited to, the responsibilities and duties of the position of  
*Office/Data Coordinator*  
within the Senepol Cattle Breeders Association.

This 100% remote position is part-time (approximately 10-15 hours per week).

### *DATA RESPONSIBILITIES*

- Knowledgeable in the areas of cattle genetics and proper data recording
- Maintains all data pertaining to animals in the designated database registry program
- Communicates with breeders regarding the animals/data within the database registry
- Is in communication with the chosen database provider regarding updates/maintenance
- Reports any discrepancies or continual issues regarding breeders and/or animals to the BOD
- Ensure that database system is in sync with Rules and Regulations of SCBA organization
- Sends hard copy registrations as requested to breeders
- Whole Herd Reporting

### *MARKETING*

- As needed, assist in marketing the Senepol breed to various outlets
- Coordinates annual convention/membership meeting
- Design pamphlets or advertising for SCBA organization
- Generates Sire Summary from database to send to general membership

### *OFFICE MANAGEMENT*

- Communicates regarding general inquiries about organization
- Works with BOD in regard to changes in policies and procedures
- Will transition into maintenance of *Quickbooks*; to include payables and receivables

For more information, or to apply for this position, please submit a resume and a letter of intent to [admin@senepolcattle.com](mailto:admin@senepolcattle.com) by January 29, 2021.