



Northern International Livestock Exposition
(406) 256-2495 www.thenile.org P.O. Box 1981 Billings, MT 59103

Position Announcement

Job Title: Communications Specialist

Description: The NILE (Northern International Livestock Exposition) is a non-profit, membership organization dedicated to the promotion of livestock, agriculture education, and preserving the western way of life. The NILE hosts a week-long stock show, horse show and rodeo each October in Billings, MT as well as the Montana Agri-Trade Exhibition and multiple member events throughout the year. The Communication Specialist is responsible for content creation and management of social media platforms, website management, digital marketing, and graphic design to support all projects and events associated with the NILE.

Duties:

- Management of multiple social media platforms and accounts
- Creation of new social media accounts as needed for events and programs
- Update and manage websites (MATE and NILE)
- Email and text message marketing
- Press releases and ad copy as requested
- Graphic design for all social media and print advertising materials
- Content creation for all NILE marketing platforms
- Quarterly membership print newsletter and digital newsletters as needed
- Manage E-commerce platform to market NILE apparel/promotional items
- Assist other staff members with events as needed
- Photography and/or assisting professional photographers for all events

Qualifications:

- Bachelors degree in Communications, Marketing or other closely related degree
- Experience developing, managing and maintaining accounts on all social media platforms
- Exceptional writing skills, effective communication and organizational skills, and attention to detail
- Proficient in Microsoft Suite, WordPress, Adobe Suite and other commonly used graphic design programs
- Ability to work cooperatively and collaboratively with committees, volunteers, exhibitors and staff
- Basic knowledge of agriculture, stock shows, horse shows, rodeo and ranch rodeo events
- Must be able to lift up to 50 pounds, work in dirt floor environments, walk or stand for extended periods of time, be exposed to animals and dust, and work extended hours during shows and events

Salary and Benefits:

- This is a full time position located in Billings, Montana
- Salary DOE
- Benefits include contributions to HSA, IRA and phone allowance.

Application:

- Email resume, cover letter and portfolio to leah@thenile.org
- Application deadline: June 30, 2023
- Anticipated start date: July 31, 2023 or as soon as possible
- For questions and complete job description email inquiries to leah@thenile.org