

Nebraska Crop Improvement Association
Secretary-Manager Position Announcement

The Nebraska Crop Improvement Association (NCIA) seeks an individual to perform as its Secretary-Manager. The NCIA Secretary-Manager is responsible for the management of the Association's business, planning, promotion and service of member interests, and supporting a safe and harmonious work environment. The Secretary-manager provides leadership in accomplishing the goals and objectives of the Association; manages the organization with appropriate techniques to deliver high quality services to members; encourages and supports members in their continuing efforts to improve seed quality and services for their customers; promotes and serves members' interests; and directs staff in organizing and maintaining the programs and services of the Association. The Secretary-Manager serves as the Nebraska Director to AOSCA. The Secretary-Manager works for the Association's membership and serves at the discretion of the NCIA Board of Directors. This Position is located in Lincoln NE.

Qualifications: A Bachelor of Science degree in Agronomy or a related field or a Masters of Science degree preferred; five-years experience in seed certification, analysis, production, sales or a combination of these; confirmed management aptitude and experience; propensity for effective oral and written communications; and demonstrated interpersonal and teamwork skills.

Salary and Benefits: The salary is commensurate with experience and qualifications. NCIA provides a benefits package, including health and dental insurance, life insurance, and retirement program.

Application Timeline: Resume will be accepted until April 26th, 2021

Application Procedure: Submit cover letter, resume, and the names, addresses and phone numbers of references either electronically or by mail to:

Emery Fox
P.O. Box 544
Crawford, NE 69339

Email: heritageseedcoinc@yahoo.com

NCIA is committed to EEO/AA and ADA/504. If you require accommodation, please call 402-472-1444.