



**Southern U.S. Trade Association (SUSTA)
Employment Opening – Global Events Manager**

Position Description

SUSTA has an opening for a full-time Global Events Manager. This position is responsible for working closely with SUSTA's State Departments of Agriculture to manage SUSTA's international programs and services. Primary duties include (1) Working with SUSTA's member states to develop, coordinate and execute marketing proposals, (2) Manage SUSTA staff that supports the Global Events area, (3) Interact with USDA, FAS to ensure that all SUSTA activities are designed and executed in compliance within all regulations and interpretations thereof. (4) Have ongoing strategy consultations with Activity Managers responsible for managing SUSTA's international marketing events, (5) Travel on occasion to monitor international marketing activities to ensure compliance with all regulations and policies and to ensure activities are appropriately executed, (6) Assist with training of new State Department of Agriculture International staff that will manage SUSTA events, (7) Prepare reports and track performance on each event, (8) Keep accurate records for compliance, approve expenses, and manage SUSTA's Global events budget.

Applicants must possess an understanding of market plan development procedures, possess the knowledge and ability to organize and carry out market promotions, coordinate activities, liaison and build solid relationships with State Departments of Agriculture Activity Managers. In addition, they should have the ability to prepare oral and written reports in a professional manner, and to communicate effectively both in person as well as in a variety of public speaking situations.

The candidate should possess a B.A. degree plus three years' appropriate work experience in international marketing, international trade, or a related field.

SUSTA offers the right candidate a competitive salary starting at \$60,000 and competitive benefits package, including 403(b) savings, health, dental, and life insurance, paid vacation, paid parking, and paid holidays. This is an in-person position located at SUSTA's headquarters in New Orleans, Louisiana.

Resumes will be accepted until **Friday, August 23, 2024**. All resumes should be sent to:

HR@SUSTA.org

OR

SUSTA
ATTN: Human Resources
701 Poydras Street
Suite 3845
One Shell Square
New Orleans, LA 70139

SUSTA does not discriminate based on race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital/family status. Persons with disabilities, who require alternative means for communication of program information, should contact us. SUSTA is an Equal Opportunity Employer.