



## **Southern U.S. Trade Association (SUSTA)**

### **Employment Opening – International Marketing and Communications Coordinator**

The Southern U.S. Trade Association (SUSTA), a nonprofit trade association has an opening for a full-time International Marketing and Communications Coordinator. This position is responsible for promoting SUSTA's programs and services to southern food and agriculture companies. Primary duties includes support for SUSTA's Global Events Program area but is not limited to the following: (1) Review and finalize all recruitment fliers for online activation, (2) Create all Global Events to postings on SUSTA's website, (3) Responsible for a communications strategy to announce to Activity Manager Team and coordinating SUSTA staff that events are active and ready for company engagement, (4) Responsible for the review and revision of SUSTA's Global Events export marketing strategies, (5) Monitor surveys and implement marketing campaigns to help close Global Event surveys, (6) Create and coordinate marketing and promotional collaterals needed for Global Events, (7) Support marketing and promotional campaigns, (8) Update program manuals to support SUSTA's Global Events and CostShare program, (9) Responsible for writing and submitting success stories.

Applicants should possess excellent communication and organizational skills, have an eye for details, able to research markets, able to provide a high level of customer service to companies, provide administrative support to multiple ongoing projects, and is very good at multi-tasking. The ideal candidate will be a self-starter, have a positive attitude, professional, with a great demeanor, excellent customer service skills, and have an urgency to get the job done in an efficient manner. Candidates should possess a BA degree and/or work experience in international marketing, marketing or related business field; strong Microsoft experience preferred.

This is a full-time entry-level position located at SUSTA's headquarters in downtown New Orleans, Louisiana. This is not a remote position.

SUSTA offers the right candidate a competitive salary starting at \$45,000 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, September 13, 2024**. All resumes should be sent to:

[HR@SUSTA.org](mailto: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.