

Iowa Rodeo Cowboys Association Secretary Job Description

The IRCA Secretary has the following responsibilities:

- Process memberships
- Review rodeo payouts
- Update rodeo results on the IRCA website
- Create and mail regular newsletters
- Organize and disseminate meeting agendas
- Record board meeting notes
- All secretary duties during the State Finals Rodeo
- Additional duties requested by the president
- Communicate regularly with the secretary
- Update the IRCA Facebook

Salary \$5,000/year

Application Process:

- Submit a copy of your resume to ircasec@hotmail.com
- Submit a cover letter along with your resume
- Attend the November board meeting in order to interview with the board of directors.

Equipment Provided:

- Laptop Computer
- Printer/scanner/copier
- Laminator
- Large paper cutter
- File boxes
- Paper folder
- Miscellaneous office supplies

Disclaimer: The IRCA Secretary is not eligible to compete at the finals rodeo. No background in the sport of rodeo is required.

Training for all of the computer programs as well as training around the website will be provided. If you have any specific questions about operating systems or the responsibilities of the secretary, please feel free to call Casey at (515)298-2218.

Application Deadline: October 27, 2017