



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

The Southern U.S. Trade Association, a nonprofit trade association has an opening for a full-time Global Events Coordinator. This position is responsible for helping to coordinate promotional events overseas in conjunction with SUSTA's Member State Department of Agriculture International Marketing staff. Specific responsibilities include but are not limited to pre, interim, and post market conferences with State Department of Agriculture Activity Managers to coordinate and ensure Global Events are executed. Manage documentation and record keeping associated with the Global Event in accordance with federal regulations and SUSTA's policies. Responsible for keeping up with trends and constraints in markets to help to develop effective strategies and track progress in markets. Must be able to effectively communicate with a host of different partners including SUSTA's Activity Managers, in country consultants, and companies on an ongoing basis. Navigate challenges when they arrive. Assist with the certification and recertification of companies. Responsible for building Global Events in SUSTA's back-office, tracking event outcome, approving expenses tied to Global Events, posting trade leads and reporting on success.

Applicants should possess excellent communication and organizational skills, have an eye for details, able to research markets, able to provide administrative support to multiple ongoing projects, and have the ability to multi-task. The ideal candidate will be a self-starter, have a positive attitude, professional, with a great demeanor and excellent customer service skills. Candidates should possess a BA degree and/or work experience in international marketing or related business field; strong Microsoft Excel experience preferred.

This is a full-time entry-level position located at SUSTA's headquarters in New Orleans, Louisiana.

SUSTA offers the right candidate a very competitive salary starting at \$40k and benefits package, including 403(b) savings, health, dental, and life insurance, paid vacation, paid sick time, paid parking, and paid holidays.

Resumes will be accepted until **Friday, March 31, 2023**.

Please send a résumé and a list of three references to:

Southern U.S. Trade Association  
ATTN: Human Resources  
701 Poydras Street  
Suite 3825  
One Shell Square  
New Orleans, LA 70139-7774

Or

[HR@susta.org](mailto:HR@susta.org)

SUSTA does not discriminate on the basis of 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.