



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

The Southern U.S. Trade Association (SUSTA), a nonprofit trade association has an opening for a full-time Global Events Coordinator. This position is responsible for helping to coordinate international marketing events in conjunction with SUSTA's Member State Department of Agriculture International Marketing staff (Activity Managers). Specific responsibilities include but are not limited to pre, interim, and post conferences with Activity Managers to coordinate the execution of international marketing events (Global Events). Manage documentation and records associated with the Global Events. Consult with Activity Managers on federal regulations and SUSTA's policies. Responsible for keeping up with international market trends and constraints to help to develop effective marketing strategies. Ongoing customer service and consultations with a host of different partners including SUSTA's Activity Managers, in country consultants, and companies interested in participating in a Global Event on an ongoing basis. Navigate challenges with Global Events when they arrive. Assist with annual certification and recertification of companies into SUSTA's Global events. Responsible for building Global Events in SUSTA's back-office, tracking event outcome, approving expenses tied to Global Events, posting international trade leads and reporting on success.

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

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.

This is an in-person position located at SUSTA's headquarters in New Orleans, Louisiana.

Resumes will be accepted until **Wednesday, September 7, 2022**. This is an in person position at SUSTA's headquarters in New Orleans.

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.