



**Southern U.S. Trade Association (SUSTA)**  
**Employment Opening – Marketing and Communications Coordinator**

The Southern U.S. Trade Association (SUSTA), a nonprofit trade association has an opening for a full-time Marketing and Communications Coordinator. This position is responsible for promoting SUSTA's programs and services to southern food and agriculture companies. Primary duties include but are not limited to the following: (1) Support with marketing and promotional campaigns, (2) Create marketing and promotional collaterals, (3) Update program manuals to support SUSTA's CostShare and Global Events program (4) Review and finalize all recruitment fliers for online activation, (5) Monitor surveys and implement marketing campaigns to help close surveys (6) Responsible for supporting all marketing communication efforts (7) 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 very competitive salary starting at \$45,000 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 January 31, 2024.

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

Southern U.S. Trade Association  
ATTN: Human Resources  
701 Poydras Street

Suite 3845  
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.