



Marketing & Compliance Specialist

Overview

Founded in 1985, the [USA Poultry & Egg Export Council](#) (USAPEEC) is a non-profit, industry-sponsored trade organization dedicated to increasing exports of U.S. poultry and egg food products in all foreign markets. USAPEEC has a network of 16 representative offices worldwide and operates programs in 75 countries.

USAPEEC seeks to fill a newly created position - Marketing & Compliance Specialist (MCS). The MCS will oversee contract management, program coordination, financial administration, and compliance monitoring in the Global Marketing department.

Position Location

Tucker, Georgia (metro Atlanta area). Hybrid position (three days - office and two days - work from home per week). Local candidates preferred. Fully remote work requests will not be considered.

Salary & Benefits

USAPEEC offers a competitive salary and a superior benefits package.

Apply

Submit a cover letter with salary requirements and resume by email to:
Leah Cochran Mulcahy, Vice President. Global Marketing lmulcahy@usapeec.org

Key Responsibilities:

1. Financial & Operational Support

- Track annual budget allocation for programs and research projects, working with accounting teams to ensure compliance.
- Monitor the Finance Mailbox for invoices, conducting initial reviews for completeness before coding and processing.
- Assist with financial record-keeping, claims processing, and budget reconciliation.
- Review employee expense reports for accuracy, ensuring proper documentation.
- Ensure timely submission of invoices and reimbursements to funding sources.
- Address budget-related challenges and provide approvals as necessary

2. Contract & Compliance Management

- Establish and maintain a system for tracking and managing contract processes, ensuring compliance with regulations and organizational policies.
- Administer and monitor the Request for Proposals (RFP) process, ensuring complete documentation and contract approvals.
- Generate and oversee specialty contracts, including representative contracts for USDA Market Access Program (MAP), USDA Regional Agricultural Promotional Program (RAPP), commodity funding, and program initiatives.
- Maintain accurate records of research-related communications, funding approvals, and contract execution.
- Track and analyze contract budgets to ensure financial adherence.
- Provide support for compliance audits (e.g., USDA/FAS), including document retrieval and organization.

3. Continuous Improvement & Strategic Planning

- Identify opportunities for process improvements in program management, compliance tracking, and contract execution.
 - Implement automation tools to enhance efficiency and improve workflow.
 - Develop new ideas for funding opportunities.
 - Perform other duties as assigned.
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Qualifications:

Education & Experience:

- Bachelor's degree or relevant work experience.
- Minimum of two (2) years of experience in project coordination, contract/grant management, compliance oversight, or program administration preferred.

Knowledge, Skills & Abilities:

- Strong attention to detail with the ability to manage contract lifecycles and program deliverables.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), NetSuite, and project management tools.
 - Excellent communication skills.
 - Ability to independently manage multiple assignments, prioritize deadlines, and problem-solve effectively.
 - Familiarity with USDA and commodity compliance regulations, financial administration, and grant management.
 - Ability to travel domestically and internationally.
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