



# American Dairy Goat Association

161 W. Main Street, P.O. Box 865, Spindale, NC 28160

## DNA Services Coordinator

*Full-Time Position*

The American Dairy Goat Association (ADGA) is currently seeking a qualified individual for the full-time position of DNA Services Coordinator. The successful candidate's primary goal is to improve the DNA process and methods for ADGA membership.

This position may be remote, as this person will play a key role in the flow of accurate data, DNA testing services, and membership education. If remote, the position requires core business hours.

### **POSITION RESPONSIBILITIES:**

- Assist ADGA members and customers with the ordering process (NG/JotForm), DNA order requests, and questions about DNA testing.
- Facilitate the flow of accurate data to, from, and within the ADGA registry and DNA testing laboratory (VGL).
- Communicate and problem solve DNA exclusions in a timely and professional manner.
- Understand, uphold, and communicate the ADGA rules and policies with emphasis on those about DNA.
- Organize, review, track, and monitor all areas of submitted orders within all stages of DNA test requesting, receiving, submitting, and reporting.
- Work independently and in partnership with other association staff and ADGA assigned Subject Matter Experts (SME).
- Assist in membership education efforts as it pertains to DNA services.
- Additional responsibilities/duties as appointed by the Association Manager

### **QUALIFICATIONS:**

- Knowledge of the dairy goat industry or a related industry
- Detail-oriented, organized, and able to multitask
- Ability to work in a fast-paced environment independently and in a team setting
- Verbal and written communication skills
- Customer service-minded
- Computer skills including Microsoft Office programs (ability to learn ADGA's customized NG software)
- Must be reliable, dependable, and a self-starter
- Must be located in the United States and authorized to work, with visa sponsorship.

### **COMPENSATION:**

Salary is commensurate with experience and qualifications. Benefits include health, life, and disability insurances, pension plan, paid holidays, vacation time, and sick leave.

**HOW TO APPLY:**

Please submit resume with a cover letter detailing how your background, experience and knowledge relate to the position to the Association Manager or apply on LinkedIn. Deadline for submissions to be received in the ADGA office is Friday, August 1, 2025.

Lori Reynolds  
Association Manager  
ADGA  
PO Box 865  
Spindale, NC 28160

**COMPANY DESCRIPTION:**

The American Dairy Goat Association was organized in 1904 to collect, record and preserve the pedigrees of dairy goats, provide genetic, management and related services of the highest possible quality to dairy goat breeders, while maintaining the validity of information, the integrity of the registry, and contributing to a positive public perception and political climate for the dairy goat industry that will provide optimum economic opportunities for Association members. The offices of the American Dairy Goat Association (ADGA) are located in Spindale, NC, in the foothills of the Blue Ridge Mountains, an hour or so away from the Asheville/Hendersonville, Charlotte, and Greenville/Spartanburg, SC metro areas.