

Position Announcement – Cotton Services Specialist  
Plains Cotton Cooperative Association  
Lubbock, Texas

**Position Purpose:**

To assist in maintaining and enhancing the functions and objectives of the Cotton Services Department of Plains Cotton Cooperative Association. The position includes the primary responsibility of assisting gin customers and grower-owners with the proper and efficient use of PCCA's Gin Services, Member Access, cotton invoicing, and PCCA patronage systems. This position provides a great opportunity for individuals to grow and be exposed to all areas within the cotton industry.

**Position Responsibilities:**

- Assist in the marketing of cotton, including documentation, eligibility, liens, invoicing, contracts, as well as Module Tracking and Scale Ticket operations.
- Assist in the processing and distribution of cotton payments and associated collections.
- Collaborate with team members within Member Services and throughout PCCA to help deliver and develop current services and innovative solutions.
- Support, maintain, and train gin personnel with the use of PCCA's technology solutions.
- Assist membership and gin personnel with PCCA patronage, Member Access, and the myPCCA mobile app.
- Assist gin personnel with PCCA contracts and cotton marketing agreements.
- Proper reporting and communication with USDA, FSA, IRS, Cotton Incorporated, and other agencies.
- Support and communicate PCCA's services to its members and their local cooperatives.
- Actively promote PCCA and the cooperative system.
- Be knowledgeable with aspects of PCCA's history and current operations.

**Position Requirements:**

- Bachelor's degree (preferably in Ag related studies) or equivalent
- Strong oral and written communication skills
- Firm understanding and familiarity with office and mobile technology
- Practical analytical and problem-solving skills
- Ability to collaborate but also work independently
- Detail-oriented
- Some travel is required

**About PCCA**

*PCCA is a marketing cooperative owned by farmers in Texas, Oklahoma, Kansas, and New Mexico dedicated to supplying sustainably-grown, high-quality cotton fiber around the world. PCCA also owns cotton warehouse facilities in Texas, Oklahoma, and Kansas. In addition to cotton marketing and warehousing services, PCCA provides innovative technology solutions to gins that help add more value to our grower-owners' cotton.*