



General Manager Canadian Sheep Breeders' Association

General Duties and Responsibilities

Reporting directly to the President, the General Manager is responsible for carrying out the affairs of the Canadian Sheep Breeders' Association. This part-time position is offered initially with a contract for 2 years, with the possibility of extension after that term.

Key Areas of Responsibility

- Maintaining and operating the CSBA office including: liaising with the board of directors, members and the public; and keeping records of the financial affairs of the association
- Preparing meeting agendas and minutes for the board of directors and sub-committees
- Developing and implementing the CSBA business plan with the board of directors
- Building and maintaining relationships with other national and provincial sheep organizations
- Assisting the board and members in identifying and obtaining funding consistent with the business plan
- Developing and implementing marketing and educational processes and materials
- Maintaining and updating the CSBA website
- Co-ordinating the All Canada Classic show and sale
- Representing the CSBA on national committees and working groups

Required Skills and Abilities

- Excellent organizational skills, self-motivated and deadline driven
- Effective listening, verbal and written communication skills
- Excellent interpersonal skills with demonstrated ability to effectively deal with others
- Working knowledge of computers, internet, e-mail and various software applications
- Willing to travel across the country
- A flexible schedule is mandatory

Education and Experience

- Post-secondary education in agriculture, business management or marketing
- Working experience with a volunteer board of directors
- Three years experience and a demonstrated interest in the sheep industry
- Good understanding of the genetic evaluation of livestock
- Bilingual (English and French) would be an asset
- Working knowledge of MS Word, Excel and social media applications

- Demonstrated financial record keeping ability
- Valid driver's license

Location: home-based office, with travel when required

Salary Range: \$30,000 to \$35,000 per annum

Probationary Period: 4 months

Closing Date: October 6, 2017

If you are interested in being considered for this position, please forward a copy of your resume, along with a cover letter, clearly indicating how you satisfy the requirements of the position, by email to:

Canadian Sheep Breeders' Association
office@sheepbreeders.ca
1-866-956-1116

Only electronically submitted applications will be considered.

We thank all applicants for their interest, but please be advised that only those selected for interviews will be contacted.

8 September 2017