

Canadian Sheep Breeders' Association – Board Office Administrator Job Opportunity

General Duties and Responsibilities

Reporting directly to the President and the CSBA Executive, the Board Office Administrator 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
- Managing the financial affairs of the association, reviewing financial reports, providing monthly updates and presenting financial report at the AGM.
- Preparing meeting agendas and minutes for the board of directors and subcommittees
- Developing and implementing the CSBA business plan with the board of directors
- Building and maintaining relationships with other national and provincial sheep organizations as requested by the board of directors
- Assisting the board and members in identifying and obtaining funding consistent with the business plan
- Assisting the board of directors in developing and implementing marketing and educational processes and materials
- Keeping the CSBA website and Facebook page updated with relevant information
- Co-ordinating the All Canada Classic show and sale
- Representing the CSBA on national committees and working groups as requested by the board of directors

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. QuickBooks experience an asset
- Valid driver's license

Location: home-based office, with travel when required

Salary Range: \$30,000 to \$40,000 per annum: salary based on experience.

Probationary Period: 6 months

Closing Date: June 15th, 2021

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

Only electronically submitted applications will be considered. We thank all applicants for their interest but please be advised that only those selected for an interview will be contacted.