



## **Canadian Simmental Association Programs Coordinator**

The Canadian Simmental Association (CSA) is a progressive, member owned cattle organization in the Canadian Beef industry based in Calgary Alberta. We are currently seeking a highly motivated, energetic and well organized person for the position of Programs Coordinator. The successful candidate will report directly to the CSA General Manager and will be responsible for coordination of all aspects of programming for the Association including the production of its publications Simmental Country and Commercial Country magazines.

### **The successful candidate will:**

- Work effectively as part of the CSA team in the promotion of Simmental through its various programs.
- Work with the CSA team in developing and implementing programs focusing on marketing, communication, genetic improvement and education that targets all segments of the Canadian beef industry
- Administration of Simmental Country and Commercial Country magazines
- Coordinate CSA Social Media communication
- Updating of CSA websites and publishing of a monthly e-newsletter
- Ordering and maintaining inventory of promotional material and products
- Develop positive relationships with CSA members, and its beef industry partners while promoting the Simmental breed and CSA initiatives

### **Experience, knowledge & skills required:**

- Experience in the Agriculture industry and a strong knowledge of the beef cattle sector is important
- Excellent organizational skills
- Excellent oral and written communication skills
- Strong interpersonal skills and the ability to work as part of a team
- Working knowledge of commonly used office software programs

The salary will be commensurate with experience and this position will be filled once a suitable candidate is found. Consideration may be given to work remotely for the right applicant.

If you desire to be part of a dynamic and exciting organization that is growing within the Canadian beef industry please submit your resume with references via email to Bruce Holmquist, CSA General Manager, at [bholmquist@simmental.com](mailto:bholmquist@simmental.com)

All applications will remain confidential.