

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 half-time position is offered initially with a contract for two years, with the possibility of extension and/or expansion during or after that term.



Key Areas of Responsibility:

- Maintaining and operating the CSBA office including all records; liaising with board, members and the public; conducting and keeping records of the financial affairs of the association
- Preparing meeting agendas and minutes for the board of directors and sub-committees as required
- Developing and implementing the CSBA business plan with the board of directors
- Assisting the board and members in identifying and obtaining funding consistent with the business plan
- Maintaining and updating the CSBA website
- Co-ordinating the All Canada Classic show and sale
- Representing CSBA at outside committees and organizations as required

Required Skills & Abilities:

- Excellent organizational skills, self-motivated and deadline driven
- Effective listening, verbal and written communication skills
- Excellent interpersonal skills with a demonstrated ability to effectively deal with others
- Working knowledge of computers, internet, e-mail and various software applications, with efficient and accurate keyboarding/data-entry skills
- Willing to travel across the country

Education and Experience Requirements:

- Post-secondary education in agriculture and/or management
- Bilingual (English and French) would be an asset
- Three years experience and a demonstrated interest in the sheep industry
- Working knowledge of MS Word, Excel and internet usage
- Demonstrated financial record keeping ability
- Valid driver's license

Location: To Be Determined

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

Closing Date: July 30, 2010

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:

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

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