



CANADIAN BEEF BREEDS COUNCIL

The Canadian Beef Breeds Council (CBBC) is a national not-for-profit organization that represents the Canadian beef cattle seedstock sector. CBBC members include national beef cattle breed associations, industry organizations, export companies, livestock exhibitions and individuals who are engaged in activities related to the mandate of the Council. Led by a member-elected Board of Directors, CBBC works to be the catalyst advancing Canadian beef cattle genetics through unified representation, strategic alliances and domestic and international market development.

Position Title: Program Administrator

The Program Administrator will be responsible for the administration of CBBC's program funding and lead the engagement and program support for the CBBC membership. Reporting to the Chief Executive Officer, this position will support the needs of the Council in program reporting, administration and financial oversight. The position will also support operational and administration needs of CBBC and our stakeholder and membership engagement as required.

This position also has the opportunity to advance within the organization.

Status: Full time permanent position

Location: Calgary, AB. Hybrid office/remote work options will be considered within reasonable distance to Calgary and with defined schedule.

Responsibilities: The primary duties and responsibilities of the Program Administrator will include:

- Program administration for projects funded through government including, but not limited to, AAFC's Sustainable CAP AgriMarketing program. This includes liaising with AAFC staff, assisting CBBC members with program requirements, program reporting management and administration, and preparation of documentation throughout the lifetime of projects.
- Support financial reporting and claims for projects funded through above mentioned programs including validation of invoices and supporting documentation, delivery of required administrative and financial reporting, and coordination of annual financial audits as required.
- Administration and operational support to CBBC membership, Board and Management related to member and stakeholder relationship management, event planning and coordination as required.
- Other duties as required and assigned from time to time.

Qualifications and Skills:

- Diploma/Degree in finance or administration, business management, other applicable field of study or a minimum five years' experience in program administration and management;
- Experience in program and financial reporting for government and industry programs;



CANADIAN BEEF BREEDS COUNCIL

- Strong willingness to collaborate with industry stakeholders and external funding partners, with an ability to support multiple members and stakeholders in a professional environment;
- Excellent written and oral communication skills;
- Excellent attention to detail and strong process and project management skills;
- Advanced user in Word, Excel, PowerPoint, Outlook and SharePoint;
- Ability to work both independently and in a team setting, with a strong self-motivated work ethic; and an
- Understanding of not-for-profit organizations and accountability to public funding programs.

Salary: Negotiable and dependent on qualifications and experience.

We thank all applicants for their interest. All applications will be reviewed to determine candidates' suitability. Only individuals selected for interviews will be contacted.

Please submit, no later than October 10, 2024, your cover letter and resume including salary expectations in confidence to:

Sandy Russell, CEO, CBBC
srussell@beefbreeds.ca