



Posting date: January 25, 2023

Position Opening:
**Cattle Industry Development Council (CIDC)
Coordinator**

Full-time, temporary (12 months), in-office position

Location: Kamloops, BC

Are you passionate about *beef, ranching* or the *agriculture* sector in British Columbia?

The British Columbia Cattlemen's Association (BCCA) is seeking a detail-oriented administrative professional with bookkeeping expertise to fill the role of **Cattle Industry Development Council (CIDC) Coordinator**. To fit the BCCA team:

- *You are motivated to make a difference in the everyday lives of BC's ranchers*
- *You are skilled in maintaining excellent client relationships*
- *You pride yourself on being helpful and service-oriented*
- *You deliver outcomes that are timely and fiscally responsible*
- *You aren't easily surprised or stressed, keeping calm at all times*
- *You contribute to a positive, no drama workplace*
- *You pull for the team but still know how to get work done autonomously*
- *You have a sense of humour, not taking yourself too seriously*

And specific to this role:

- *You are detail-oriented and can work highly independently*
- *You possess a qualification or some formal training in bookkeeping*
- *You have experience in bookkeeping/financial management*
- *You have some understanding of the beef cattle industry*
- *You exercise discretion and understand the importance of confidentiality*
- *You can demonstrate a proven ability to meet deadlines under pressure*
- *You have some knowledge of non-profits, including the dynamics of board governance*
- *You effectively manage competing priorities*



Cattle Industry Development Council (CIDC) Coordinator

Position overview

The **Cattle Industry Development Council (CIDC) Coordinator** is an intermediate level position within the Association. This is a full-time, temporary administrative position (maternity leave/12 month) to support the CIDC and Horn Levy Committee in advancing the cattle industry in BC.

Reporting to the General Manager, the **CIDC Coordinator** provides administrative support for the Cattle Industry Development Council and Horn Levy Committee. [Learn more at cattlefund.net.]

The key responsibilities of the **Cattle Industry Development Council (CIDC) Coordinator** include carrying out project management for CIDC and Horn Levy Committee approved projects. The **Cattle Industry Development Council (CIDC) Coordinator** will review applications and action them accordingly and complete accounts payable/accounts receivable including general ledger entries, bank reconciliations, remittances and reporting. The **Cattle Industry Development Council (CIDC) Coordinator** will also plan events including booking venues, coordinating guest services, catering, preparing documentation, recording meeting minutes and follow up as needed.

How to apply

The preferred application process is to forward a **resume and detailed cover letter outlining your pertinent qualities and qualifications** to Anna White [annamwhite [at] lightspeed.ca].

Please do not send applications directly to the BC Cattlemen's Association.

BCCA is committed to the principle of equal employment opportunity for all employees and to providing a safe and supportive work environment, free of discrimination and harassment. As such, all applicants are considered for employment without attention to race, colour, religion, age, sex, sexual orientation, gender identity, national origin, disability, genetic characteristics, marital or family status.

We thank all applicants for considering the BC Cattlemen's Association for employment. Please note:

- Incomplete applications will not be processed.
- Only short-listed candidates will be contacted for interviews.
- Short-listed candidates may undergo verification of their education credentials, as required.
- This is an in-office position located near Kamloops, BC

Start date: February 2023

Applications will be accepted until the position is filled.