



January 2023

Job Description:
**Cattle Industry Development Council
Coordinator**

Description

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) to support the CIDC and Horn Levy Committee in advancing the cattle industry in BC.

Responsibilities

The CIDC Coordinator provides administrative support for the Cattle Industry Development Council and Horn Levy Committee.

Duties

- Carry out project management for CIDC and Horn Levy Committee approved projects
- Review and pre-screen project applications
- Oversee contract cycle for applicants, including correspondence
- Complete accounts payable/accounts receivable including general ledger entries, bank reconciliations and deposits
- Administer remittances including to CRA and National Check Off Agency
- Coordinate reports to government, national agencies and other stakeholders
- Plan events including booking venues, coordinating guest services, catering
- Preparing documentation, recording meeting minutes and follow up as needed
- Prepare communication, reports, PowerPoint presentations, etc.
- Assist the Council and Committee chairs as necessary

Skills/Qualifications

Diploma or formal training in bookkeeping required

Experience with Microsoft Excel, Quickbooks and familiarity with formal audit processes

Experience and knowledge of the cattle industry is an asset

Detail-oriented and conscientious, with highly developed organization skills

Experience with providing high-quality client relations

Supervisor

This position reports to the General Manager and works respectfully with the CIDC and Horn Levy Committee.

Wages & Benefits

The salary range is dependent upon experience and includes extended health benefits, dental coverage and pension equivalent.