



## JOB POSTING

### British Columbia Cattlemen's Association Communications Coordinator

Full-Time

Kamloops, BC

Closing Date: Monday, September 16, 2019

BC Cattlemen's Association is seeking a creative and professional communications coordinator to join our team. Applicants should have a degree, diploma or experience in communications, agriculture, resource management or other related field. A good understanding of the beef cattle industry is desired.

#### **Duties:**

Reporting to the communications manager, the coordinator will provide a range of duties to support BCCA's communication efforts and the implementation of BCCA's communication strategy. This is a developing position with tasks and responsibilities evolving over time.

- Curate content; write and edit a variety of BCCA materials: Beef in BC magazine, e-newsletters, reports, director and member updates, etc.
- Maintain and update website and social media content
- Create and update PowerPoint presentations
- Develop key messages
- Assist in planning BCCA's Annual General Meeting and Convention and other industry events
- Coordinate and support activities of BCCA's Public Affairs and Education committee
- Work co-operatively with volunteer committee members, and other staff, in carrying out the various activities of the Association
- Additional responsibilities as required

#### **Qualifications**

- Strong written and oral communications skills
- Exceptional attention to detail
- Proven experience in meeting project deadlines
- Strong computer skills
- Knowledge of social media platforms
- Experience with graphic design an asset
- Ability to travel as the position requires
- Work in the BCCA office in Kamloops

Compensation will be commensurate with qualifications and experience.

Resumes (along with a cover letter) will be accepted until Monday, September 16, 2019 by mail or email to:

Attn: Kevin Boon, General Manager  
BC Cattlemen's Association,  
#4 - 10145 Dallas Drive, Kamloops, B.C. V2C 6T4  
Email: [bccattle@cattlemen.bc.ca](mailto:bccattle@cattlemen.bc.ca)  
Website: [www.cattlemen.bc.ca](http://www.cattlemen.bc.ca)