



Canadian Goat Society
La Société Canadienne Des Éleveurs De Chèvres
P.O. Box 31084 Willow West, Guelph, Ontario N1H 8K1
tel: 226-332-3166 web: www.goats.ca email: info@goats.ca

CGS Secretary-Manager

Open Date	April 21, 2023
Close Date	May 5, 2023
Position Title	Secretary Manager
Posting Type	Full-time Contractual
Hours per week	37.5
Education	Post Secondary in Business Administration, Agriculture or Related Field
Location	TBD based on successful candidate
Salary Range	\$45,000 to \$55,000
Additional Bylaw Note	The Secretary-Manager shall not be a member of the Society.

The Opportunity:

The Canadian Goat Society is looking for an experienced, highly motivated individual for the position of Secretary-Manager. Reporting to the CGS Board of Directors, this position provides communications support to the organization and is accountable for the effective operation of CGS.

About Us:

The Canadian Goat Society, established in 1917, has approximately 600 members involved with goats throughout Canada. Our mission is **“to offer performance evaluation programs while maintaining integrity of our herd books, so that our members can improve the production, longevity and health of their herds to assist them in operating profitable farms.”**

About You:

You have strong communication skills, are committed to excellent customer service, and work well independently with minimal supervision. You are a team and relationship builder who promotes a collaborative and professional work environment.

What You Will Do:

- Plan and maintain work systems, procedures and policies that enable and encourage the optimum performance of the organization.
- Organize and attend meetings of the Society, the BOD's and other CGS Committees. Record accurate minutes of the proceedings.
- Manage, support, and promote CGS programs and services. Maintain up to date information in the database and process applicable packages, certificates, and information in a timely manner.
- Maintain high standards in interactions with members, the BOD and industry partners. Provide timely follow up to inquiries and concerns.
- Maintain records of all CGS financial transactions, while complying with provincial and local legal requirements.
- Produce member publications, (newsletters, yearbook), maintain CGS website and Social Media outlets in a timely manner.
- Perform other duties and responsibilities as assigned by the BOD.





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What you need to succeed (preferred qualifications):

- Post Secondary education in Business Administration, Agricultural Business, or a related field
- The ability to prioritize and deal with routine tasks in a timely manner.
- Strong organizational, problem-solving, and analytical skills.
- Versatility, flexibility, and a willingness to work within a constantly changing environment.
- Proficient with computer programs including Zoom, Google docs, Microsoft Office (excel, word)
- Excellent written and verbal communication skills.

What is in it for you

- Full time 37.5 hours per week on a contractual basis
- M-F from 8:30 to 4:30 with some extended hours to meet operational requirements.
- Pay range will be \$45,000 to \$55,000 based on education & experience
- Work place flexibility

How to Apply....

Send a complete resume and cover letter to: exec@goats.ca

We thank all applicants, however only those selected for an interview will be contacted.

