



Beef Cattle Research Council
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Project and Communications Coordinator

Research is key to driving competitiveness and innovation in the Canadian beef cattle industry. Both government and industry make significant investments to continually find better and more efficient methods of producing high quality beef and beef cattle. The Beef Cattle Research Council (BCRC) is committed to delivering and supporting initiatives that effectively accelerate the development and uptake of research findings and outcomes by industry.

This position will be overseen by the BCRC's Extension and Communications Director and will work closely with all BCRC staff.

Location: Flexible

Status: Full-time (or near full-time) one-year contract position, with opportunity to potentially convert to full-time permanent employment as BCRC defines its resource needs moving forward.

Responsibilities to include the following, depending on skill set, experience and interests:

- Coordinate extension project related to beef producers' record keeping and benchmarking
- Conduct interviews and/or focus groups with cattle producers
- Engage with veterinarians and researchers involved in extension
- Assist with coordination of technology transfer-related calls for proposals
- Draft, edit, format and publish social media posts and extension resources
- Create/edit/format images
- Assist with website upgrades and analytics
- Event planning
- Moderate webinars
- Other duties as assigned

Qualifications

- Post-secondary education and work experience related to communications and/or agriculture
- Experience with project coordination
- Familiarity with the beef cattle industry
- Ability to work independently with a strong self-motivated work ethic
- Ability to engage with beef producers and other industry stakeholders
- Knowledge or experience in farm management would be considered an asset
- Skills required
 - Excellent editing/proof-reading skills
 - Strong attention to detail
 - Basic graphic design and image editing
 - High standards for professional materials

Salary: Negotiable and dependent on qualifications and experience

Please submit your cover letter and resume with confidence to: Tracy Herbert, Extension and Communications Director at herbertt@beefresearch.ca