

Interim Extension 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. To realize the benefits of research investments, the Beef Cattle Research Council (BCRC) is committed to delivering and supporting knowledge and technology transfer initiatives that effectively accelerate the 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: 14-16-month, full-time contract position.

Start Date: Early December 2023 preferred. This position will remain open until filled.

Responsibilities to include the following:

- Draft and edit various extension resources including www.beefresearch.ca webpages and [The Wire Newsletter](#)
- Assist with website updates and analytics
- Coordinate Bov-Innovation at the Canadian Beef Industry Conference
- Coordinate the presentation of The Canadian Beef Industry Award for Outstanding Research and Innovation
- Assist in the development and coordination of the upcoming BCRC podcast
- Assist with coordination of extension-related calls for funding proposals
- Monitor social media engagement
- Other duties as assigned depending on skill set, experience and interest

Qualifications & Skills:

- Post-secondary education and work experience related to communications and/or agriculture
- Experience with project coordination
- Familiarity with agriculture and ideally the beef cattle industry
- Excellent oral and written communication skills
- Strong attention to detail
- Ability to work independently with a strong self-motivated work ethic
- High standards for professional materials
- Ability to engage with beef producers and other industry stakeholders
- Knowledge of basic website management, graphic design and image editing

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

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.