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**Job Opportunity -** The Prince Edward Island Cattle Producers, a commodity board established in 1977 to represent the voice of the 500 beef producers, is seeking an Executive Director. This is a full-time role based out of the Prince Edward Island Cattle Producer's office in Charlottetown, PE.

The purpose of the Prince Edward Island Cattle Producers (PEICP) is to serve as the voice of its members, to the public, government, national industry organizations and other commodity groups to ensure regulations, prices, programs and services are fair and do not create unnecessary hardship on our members.

#### Roles and Responsibilities of the Executive Director

The primary goal of the Executive Director is to support the Board in delivering its business plan activities. These activities reflect the vision of the Board which includes "the collaboration with all Maritime Producers and partners throughout our value chain, marketing our cattle and differentiated branded beef products to meet consumer needs locally and globally. Our success is built on responsible and sustainable farming practices." The role requires identifying and leading strategies that will help to achieve this vision.

Responsibilities will include (but are not limited to):

- Support the effective delivery of the PEICP Business Plan and Strategies.
- Communicate with industry, consumers, media and government in an accurate and effective manner.
- Effectively manage the delivery of on-going programs including Verified Beef Production and Certified Island Beef.
- Manage the setup and maintenance of the PEICP website and other social media accounts.
- Work closely with our national organizations to ensure all necessary correspondence and financial responsibilities are met in a timely manner.
- Delivery of a variety of programs offered through the PEICP office.
- Prepare presentations for industry meetings and other stakeholder engagements.
- Submit regular written reports and articles.
- Ensure the organization, advertisement of and delivery of Spring and Fall District Meetings and the Annual General Meeting.
- Assist the Executive in successfully negotiating for funding for programs, services and promotions through various government programs.
- HR management including contracts, and oversight of employee activities.
- Organize, document all Board of Director meetings
- Accurate execution and reporting of all financial matters, including the annual audit.

- Oversee the legal responsibilities of the Board including the maintenance of Board Orders and Regulations.
- Oversee the collection of Marketing Levies and arrange for periodic audits of producers.

#### Qualifications/ Experience

- Undergraduate degree in Business, Agriculture or related degree
- Ability to work independently with a strong self-motivation work ethic and strong problem-solving skills
- Excellent time and project management skills, and the ability to manage multiple projects concurrently
- Proficiency in Microsoft, Outlook, PowerPoint, and Sage Accounting
- Humane Resource Management
- Must be able to work collaboratively with a variety of stakeholders including industry, government, and consumers
- Strong communications skills both verbal and written
- Experience in developing presentations and public speaking considered an asset
- Knowledge of the beef industry considered an asset
- Experience on Boards, advisory committees considered an asset
- Must be willing to work evenings

#### Working Conditions:

- Location: Charlottetown office
- Status: Full Time
- Office Hours: 9:00 – 4:30pm
- Travel: Required
- Compensation: TBD
- Drivers License: considered a necessity

Please send resume and cover letter to PEICP [cattlemen@eastlink.ca](mailto:cattlemen@eastlink.ca)