



career opportunity

HOLSTEIN CANADA, 20 CORPORATE PLACE, BRANTFORD, ONTARIO CANADA N3T 5R4
PHONE | 1-855-756-8300 EMAIL | HR@HOLSTEIN.CA WEB | WWW.HOLSTEIN.CA

Contact: hr@holstein.ca

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Project & Member Solutions Coordinator

HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of more than 10,500 active dairy producers since 1884. With dynamic leadership and a clear vision, we are building an exciting, tech-friendly future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to develop along with us.

YOU make managing multiple events and projects look easy. You work best in a positive, proactive team environment. You truly enjoy managing events and projects bringing a fun, innovative and modern approach. You are a quick thinker and clear communicator. You work with integrity, and trust your instincts. You are a real people person. You approach tasks with a creative flair and have a passion for seeing events and projects through from start to finish. You have a niche for marketing and balance creativity and innovation with a strong attention to detail. You are recognized at work as one who is calm under pressure, approach tasks with a strong work ethic and have a clear desire for planning in advance. Your satisfaction and pride come from seeing events and projects run with ease.

In this role, **YOU WILL:**

- Lead and execute modern and innovative events and projects working directly with internal and external stakeholders
- Identify and delegate the appropriate resources to bring events and projects to fruition
- Play a key role in building a national sponsorship plan and be liaison between the association and key sponsor contributors
- Effectively assist with execution of all event and project details from start of each initiative
- Align all events and projects with the strategic plan of the association
- Play a key role in the budgeting process identifying efficiencies and areas of growth
- Work closely with a diverse and dynamic team
- Communicate directly with the steering committee on timelines, opportunities and solutions
- Work closely with the Marketing & Communications Coordinator to align events and projects with a clear marketing campaign

YOU OFFER:

- A college diploma in event or project management
- At least 2-3 years' experience in an administrative or coordinating position
- Experience organizing large and small-scale events within a budget
- Experience working with a team, committees as well as external stakeholders
- A preference for supporting teammates who represent our brand, by coordinating details behind-the-scenes
- Strong business acumen and ability to think outside the box
- Bilingualism English & French - Mandatory

Deadline to Apply: Sept 10, 2022

*We thank you for your interest in working at Holstein Canada.
Due to the volume of applications, only selected candidates will be contacted.*