

Manager Horse Industry Association of Alberta

Reporting to the Board of Directors, the Manager is responsible for the planning, organizing and administration of all association activities, programs and operations. The Manager is required to develop the necessary resources to support the association in achieving its objectives, and maintains communication with a diverse group of stakeholders including other industry organizations, media, businesses, government and the public.

Main Tasks & Responsibilities

- Coordination of annual conference, seminars and events, including sponsorship.
- Tracking of all financial transactions, including payroll, and completion of required reports.
- Budgeting of annual conference, events and projects.
- Writing of funding proposals and follow up reports.
- Supervision of office staff and volunteers.
- Writing and layout of monthly e-Newsletter.
- Participation in board meetings providing updates and reports on all activities.
- Updating of association web sites.
- Development of educational and promotional displays, ads and other materials.
- Liaising and partnering with other industry organizations, businesses and government departments.

Skills

- Strong written and verbal communication skills.
- Strong computer skills with experience in current common business software programs.
- Ability to prioritize and manage multiple tasks and deadlines.
- Experience with accounting practices and principles.
- Design and layout experience preferably in Adobe programs.
- Project and event management.
- Ability to work independently.
- Supervisory experience.
- Knowledge of horses or the horse industry an asset.

This is a full time position based in Airdrie, Alberta.

Please forward cover letter and resume to tvanbryce@albertahorseindustry.ca or les.burwash@gov.ab.ca, or mail to: 97 East Lake Ramp NE, Airdrie, AB T4A 0C3. Please include salary expectations in your cover letter.

Deadline for applications is January 25, 2011 or until a suitable candidate is found.