



## Canadian Angus Association

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## Position Description: Special Projects Intern (One-year Contract)

**Start Date:** April 2, 2018

**Reports to:** Canadian Angus Association Member Service Team Leader

### Position Summary:

The Canadian Angus Association seeks the assistance of an intern to assist with a number of projects. The intern's primary responsibility will be to design and implement a research and development project to describe and quantify Canadian Angus genetics for improved feed efficiency. In addition, the intern can expect to work on special projects including but not limited to the Canadian Angus Association strategic plan, Annual National Convention programming (2018 theme agri-sustainability), the Canadian Angus Identification and Performance Program (CAIPP), and assisting with improvements to the animal registration database program and processes and systems for members submitting paperwork. Because this position relies on achieving government funding, it is required that applicants be 30 years of age or younger; be a Canadian citizen, permanent resident or have refugee status; and be educated with a minimum 2-year diploma.

### Primary Responsibilities:

- The intern will work with a team of highly trained and experienced scientists to design a strong research project. (S)He will also learn to perform power calculations, write grant applications, network and negotiate with industry partners, and engage producers to participate.
- Develop a database for the project, collect the appropriate data for the project, and perform the data analysis of this project.
- Assist with other projects as requested. Duties may include tasks such as contributing to the strategic plan; researching and recommending speakers and activities for Convention; analyzing data and creating reports for CAIPP participants; and consolidating and analyzing requests for changes to member paperwork submission requirements.

### Knowledge and Skill Requirements:

- ✓ Design of sound and statistically significant research project(s).
- ✓ Data collection and reporting.
- ✓ Financial reporting on a project.
- ✓ Project management.
- ✓ Grant application writing.
- ✓ Ability to multi-task and set and achieve measurable targets and objectives.
- ✓ Highly organized with strong attention to detail.
- ✓ Be able to complete tasks with minimal supervision.
- ✓ Communication and engagement with cattle producers.
- ✓ Experience in the cattle industry is an asset but is not required.

### Working Conditions:

Work is based at Angus Central, the Canadian Angus Association's national headquarters. Office hours are 7:30 a.m.–4:00 p.m. with a lunch break from 11:30–12:30. It is expected that the successful candidate will work for one full year.

**Salary:**

\$40,000 per year

Please e-mail your resume to [ayuen@cdnangus.ca](mailto:ayuen@cdnangus.ca) by January 15<sup>th</sup> quoting "Special Projects Intern" in the subject line.

*The Canadian Angus Association is Canada's largest purebred beef breed organization. The Association represents more than 2,000 members across Canada for the purposes of registering and recording the pedigrees of purebred Angus cattle in the closed Herdbook and promoting the breed across Canada. The member-approved mandate is to maintain breed registry, breed purity and provide services that enhance the growth and position of the Angus breed.*