

3378 15th Avenue SW.
Medicine Hat, AB T1B 3W5



1.866.886.1605
limousin@limousin.com

Job Posting – Canadian Junior Limousin Association (CJLA) Coordinator

Part-Time Contract Position

The Canadian Limousin Association (CLA) is seeking an organized, collaborative, and enthusiastic individual to serve as the **Canadian Junior Limousin Association (CJLA) Coordinator**. This position provides leadership, administrative support, and strategic guidance to the CJLA while fostering youth engagement and supporting the growth of Canada's junior Limousin program.

Working closely with the CJLA Board of Directors, the CLA General Manager, and volunteer committees, the Coordinator will oversee governance, communications, events, and program administration.

About the CJLA

The Canadian Junior Limousin Association develops future leaders within the Canadian beef industry through education, leadership, competition, networking, and lifelong involvement in the Limousin breed.

Key Responsibilities

Governance & Board Support

- Provide leadership and guidance to the CJLA Board while ensuring compliance with the CJLA Constitution and National Conference and Show Rules.
- Coordinate Board meetings, agendas, minutes, and follow-up actions.
- Act as the primary liaison between the CJLA, CLA General Manager, and CLA Board of Directors.
- Support conflict resolution and governance matters as required.

Communications & Administration

- Maintain membership records and coordinate member communications.
- Prepare reports and manage CJLA content for the CLA website, publications, and social media.
- Respond to inquiries regarding CJLA programs and activities.

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Financial & Program Support

- Assist with financial administration, scholarships, sponsorships, and fundraising initiatives.
- Support the CJLA Treasurer with basic financial records.

Events

- Coordinate planning and delivery of the National CJLA Impact Show, National Conference, and other CJLA initiatives in collaboration with host committees and volunteers.

Qualifications

The ideal candidate will have:

- Excellent organizational, communication, and project management skills.
- Experience working with volunteer boards, committees, or youth organizations.
- Strong interpersonal, leadership, and problem-solving abilities.
- Experience with website and social media management.
- Financial or bookkeeping experience is an asset.
- Knowledge of the Canadian beef industry or the Limousin breed is considered an asset.
- Ability to work independently while collaborating with volunteers across Canada.

Working Conditions

- Part-time contract position with flexible hours. Evening and weekend work may be required.
- Remote work with occasional travel for Board meetings, the National CJLA Impact Show, and other Association events.
- Annual Contract Compensation: \$8000.00 - \$10,000 based on qualifications and experience.

How to Apply

Please submit:

- Résumé, cover letter and two professional references

Submit completed applications to **limousin@limousin.com**

Applications will be accepted until **Friday September 25, 2026.**

The Canadian Limousin Association thanks all applicants for their interest; however, only those selected for an interview will be contacted.