

Canadian Roundtable for Sustainable Beef

Position: Member and Communications Coordinator

Location: Calgary, with hybrid work options available

Type: Full-time, one-year contract position

Salary: Based on successful candidate

Job purpose

The Member and Communications Coordinator reports to the Executive Director of the Canadian Roundtable for Sustainable Beef (CRSB) and works closely with the Marketing and Stakeholder Relations Director, staff, membership and other stakeholder organizations.

The position is responsible for member engagement, communications and coordination initiatives, as well as event planning and social media management for the organization.

Responsibilities

- Lead all member communication and coordination initiatives for the organization, including writing monthly member e-updates, bi-annual stakeholder newsletters, and quarterly producer newsletters
- Lead development, delivery and maintenance of member assets (e.g., toolkits, presentations, etc.),
- Lead social media management for the organization (content development, planning and monitoring); implement paid advertising campaigns, when applicable
- Maintain the organization's websites (crsb.ca; crsbcertified.ca; beeffortheplanet.ca) with up-to-date content
- Lead planning and execution of Semi-Annual and Annual General Meetings, including sponsorship, venue, speakers, etc.
- Lead annual report completion, including outline, copy, translation and coordination with graphic design contractor
- Complete annual membership invoicing and ensure timely payment
- Proof and edit copy for all CRSB communications
- Develop new communications materials as assigned (e.g., infographics, messaging, etc.)
- Engage with current and potential CRSB membership
- Support the organization's engagement in events
- Complete other tasks as assigned

Qualifications and Skills

- Certificate or undergraduate degree in communications, business, agriculture, animal science or related field
- Minimum 3 years' experience engaging with various stakeholder groups with diverse perspectives and building and maintaining stakeholder relationships
- Exceptional engagement and relationship building skills
- Experience managing complex projects
- Experience planning successful events
- Excellent written and verbal communication skills with high attention to detail
- Ability to work independently and in a team setting
- Self-motivated, detail-oriented and organized with the ability to multitask, prioritize and manage time effectively
- Ability to travel occasionally
- Knowledge of, or first-hand experience, in the beef cattle industry (primary production)
- Knowledge and/or experience using digital tools (e.g. Canva, Adobe Suite, Mailchimp and video editing) is considered an asset

Please send your resume and cover letter to Monica Hadarits, Executive Director at hadaritsm@cattle.ca by August 26, 2026.

About the CRSB:

The Canadian Roundtable for Sustainable Beef (CRSB) is a collaborative, multi-stakeholder organization with a mission to advance, measure and communicate continuous improvement in the sustainability of the Canadian beef value chain. The CRSB achieves its mission through four pillars of work: 1. benchmarking and goals; 2. projects and initiatives; 3. communications and engagement; and 4. certification. Learn more at crsb.ca and crsbcertified.ca.

CRSB is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: CRSB is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at CRSB are based on business needs, job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in Canada.