



On-Farm Food Safety Coordinator

Status: Full time twelve (12) month contract position

Experience: Agriculture/Policy

Education level: University Degree in related discipline

Salary: TBD

The Canadian Sheep Federation (CSF) is currently seeking a National Coordinator for On-Farm Food Safety for a 12 month maternity leave contract.

Join our energetic, hard-working team of professionals who are eager to use their talents to achieve excellence.

Job Description

You will be responsible for:

- Coordinating the *Food Safe Farm Practices* (FSFP) program
- Being the lead staff resource during the Canadian Food Inspection Agency's technical review of FSFP
- Assisting with policy development for implementation of FSFP
- Acting as CSF's representative on a number of provincial, national and industry on-farm food safety committees and forums (e.g., Canadian On-Farm Food Safety Working Group)
- Monitoring compliance of the FSFP program with federal (e.g., CFIA) and provincial legislation related to On-Farm Food Safety (OFFS)

Duties / Responsibilities: You will be the staff resource for the FSFP program, including the organization of meetings and preparation of agendas and information. You will be responsible for communicating with sheep producers, the industry, regulatory bodies, researchers, and extension people regarding the FSFP program and food safety in general. Part of your communication responsibilities will include writing newsletter articles, board briefings, milestone reports and funding applications. Additionally, you will be expected to stay up-to-date on developments in the area of food safety as they may relate to the sheep sector, and disseminate this information to producers. You will also follow through on food safety related initiatives as approved by the CSF Board of Directors and act as the main lead for regulatory issues relating to food safety.

Skills and Experience Desired:

- Strong organizational and time management skills, including the ability to concurrently manage multiple projects and initiatives in an efficient manner.

- Excellent oral and written communication skills, including the ability to communicate effectively with producers
- Experience with issues management
- Demonstrated knowledge of food safety programs
- Proficiency in preparing briefing materials, reports and developing policy options
- Ability to lead and chair internal and external meetings.
- Capacity to use various types of computer applications, such as: Outlook, Word, Excel, and Power Point.
- Valid driver's license and vehicle.
- Must be willing to travel.
- Must be set up for a home office.
- Knowledge of sheep production and/or food safety is an asset, but is not required.
- Ability to communicate in French would also be asset, but is not required.

The CSF is a national non-profit organization that represents over 11,000 Canadian sheep producers. Established in 1990, the primary responsibility of the organization is to set national policy for the sheep industry. Provincial sheep organizations, along with the Canadian Cooperative Wool Growers the Canadian Sheep Breeders' Association and the Canadian National Goat Federation are members of the CSF.

Interested candidates should forward their resume to: Jennifer MacTavish, Executive Director, no later than **January 27, 2012**. Contact: Canadian Sheep Federation, 130 Malcolm Road, Guelph, Ontario N1K 1B1 Toll Free: 1-888-684-7739 Phone: 519-824-6018 Fax: 866-909-5360 email: jennifer@cansheep.ca