



CAREERS

Bilingual Events Coordinator

Brantford, ON

HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of almost 9,500 active dairy producers since 1884. With dynamic leadership and a clear vision, we are building an exciting, tech-friendly future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to develop along with us.

YOU are a natural organizer and a doer. You truly enjoy planning events that are fun and current. You balance a creative flair with a strong detail-orientation and a passion for seeing projects through from start to finish. Your peers recognize you because of your work ethic, grace under pressure and because you're simply a great team player. You prefer planning well in advance, but you can also work wonders in the moment. You love that sense of satisfaction and pride after an event runs flawlessly.

In this role, YOU WILL:

- Plan, organize, coordinate on-site, and follow-up for two high-profile events for Holstein Canada: The National Holstein Convention/Annual General Meeting (April) and the Royal Agricultural Winter Fair (November)
- Ship materials and displays to smaller local shows, setting our on-site staff up for success
- Offer administrative support for teammates including mailings, purchase orders, and shipping
- Organize and maintain the inventory of Holstein Canada promotional items

YOU OFFER:

- Bilingual English/French, to work with convention organizing committees across the country
- A college diploma in a related field
- At least 2-3 years' experience in an administrative or coordinating position in fast-paced environments with multiple priorities
- Experience organizing large and small scale events within a budget
- Experience with scheduling and/or project planning & coordination
- Natural strengths in planning and follow-through
- Experience working with committees and with in-house partners such as Finance
- A preference for supporting teammates who represent our brand, by coordinating details behind-the-scenes

We are committed to providing a barrier-free recruitment process. If you require accommodation at any step in the process, we will work with you to meet your needs – simply contact a member of the HR team with your request. Thank you for your application to Holstein Canada. Due to the volume of applications, only selected candidates will be contacted.



Bilingual Events Coordinator

Location: Brantford

WE OFFER:

- A competitive salary and benefit package
- Fitness reimbursements
- Tools to help you get your job done
- A tight-knit team
- A positive, professional link to head office
- The opportunity to serve a dynamic variety of producers and farms around the country
- The chance to play an important role in the Canadian Dairy industry

How to Apply

Please submit your application directly to: HR@Holstein.ca

Applications will be accepted on an ongoing basis until the position is filled. If selected, you will be contacted for an initial phone screen, followed by 1-3 interviews. Prior to the interview stage, a French proficiency assessment will be required. Our hiring process may also include criminal background check.