

# DairyTrace Program Manager

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For over twenty years, Canadian Dairy Network (CDN) has been the not-for-profit service organization responsible for the calculation and publication of genetic evaluations for dairy cattle breeds in Canada as well as the maintenance of a national database and data exchange system for the dairy cattle improvement industry. In collaboration with Dairy Farmers of Canada (DFC), a vision was established with CDN as the national administrator for dairy cattle traceability across Canada. To achieve this vision, referred to as the DairyTrace Program, CDN is seeking an enthusiastic person to join its team in this newly created position. Going forward, this position will also play a pivotal role in the dairy sector as CDN finalizes its progression into a partnership with CanWest DHI and Valacta.

## Our Challenge

Reporting to the General Manager, the DairyTrace Program Manager is responsible for organizing, supervising and coordinating the governance, development and administration of the DairyTrace Program as Canada's national dairy cattle traceability system.

- Lead in the development of work plans, budgets, audits and reporting for all of the DairyTrace Program activities, including the development of an annual DairyTrace Program work plan and budget.
- Act as the manager and secretary of the DairyTrace Advisory Committee. Drive the strategic direction for the DairyTrace Program activities. Coordinate logistics.
- Work closely with any partners contracted to administer the day-to-day operations of the dairy cattle traceability system. Facilitate communications between service providers, provincial dairy organizations and producers. Oversee and evaluate the performance of service providers.
- Coordinate, control and monitor user access and security to the DairyTrace software. Monitor, test and suggest improvements to the system.
- Act as a resource for information on animal traceability systems and technology within Canada and internationally.
- Continuously evaluate the design and effectiveness of the Canadian dairy cattle traceability system.
- Assist in developing the communications program for the dairy cattle traceability system. Manage the development of articles, factsheets, manuals, website information, and other communication means.
- Act as a trainer and spokesperson for the DairyTrace Program.

## Your Qualifications

- At least three years experience in a coordination position in the dairy industry
- A Master's degree in business, agriculture or natural resources management, or a combination of a Bachelor's degree complemented by relevant experience.
- Experience working with various computer applications including word processing, spreadsheet software, database software (in particular, a demonstrated understanding of database concepts and an understanding of the conceptual design of databases).
- Knowledge of the animal agriculture, in particular the dairy cattle industry.
- Basic knowledge of budgeting processes and accounting, as well as written and oral communication skills.
- Bilingual in both English and French, with verbal being essential and written being a strong additional asset.
- Leadership, good team worker and eager to learn.

**CDN offers a positive teamwork environment and a comprehensive benefits package with a competitive salary that is commensurate with qualifications and experience. The position can be based in Guelph or in the Montreal region. Traveling is to be expected.**

Interested candidates are requested to submit their application **by Friday, November 23, 2018** to:

**Brian Van Doormaal**  
General Manager  
Canadian Dairy Network  
Brian@cdn.ca