



WE'RE HIRING

Project Manager

Implementation of Sustainable Genetic Services for Sheep and Goats

Remote position (Canada)

Approximately 2.5 - year contract

Part-time (approximately 4–6 days/month initially for 6 months, then approximately 2–3 days/month for the last 2 years)

Join a unique national initiative that brings together nine partner organizations working collaboratively to strengthen genetic services for Canada's sheep and goat industries. This is an opportunity to play a central coordination role in a collaborative national project that will help shape the future of genetic services while working with industry leaders from across Canada.

Position Summary

The Project Manager will serve as the central coordination resource for *Implementation of Sustainable Genetic Services for Sheep and Goats*, a national project that brings together nine partner organizations to strengthen genetic services for Canada's sheep and goat industries. Working under the strategic direction of the GSN Steering Committee, the Project Manager will facilitate communication and collaboration among project partners, support the work of project committees, monitor progress toward project deliverables, and help ensure that activities remain aligned with the project's objectives, timelines, budget, and approved scope.

This position is ideally suited to an experienced project management professional with strong organizational, communication, and facilitation skills who thrives in collaborative environments and is motivated by helping organizations work together to achieve shared objectives.

Working Conditions

Location: Remote (Canada)

Contract Term: Approximately 2.5 years, from the anticipated start date to March 31, 2029.

Workload: Approximately 4–6 days/month for the first six months, then approximately 2–3 days/month for the remainder of the project. Workload may be reviewed based on project needs.

Work Schedule: Flexible schedule while ensuring project priorities, meetings and reporting deadlines are met.

Compensation Range: \$50-\$65/hour

Meetings: Most meetings will be held virtually using Zoom, Microsoft Teams or Google Meet. Occasional in-person meetings may be scheduled; approved travel expenses will be reimbursed.

Expected Start Date: Fall 2026

Core Responsibilities

Project Coordination

- Coordinate project delivery across partner organizations.
- Maintain alignment with approved objectives, timelines, budget and deliverables.
- Monitor project progress and maintain momentum.

Communication and Collaboration

- Facilitate communication among partners, committees, and the Steering Committee.
- Foster productive working relationships and support consensus-building.

Project Monitoring and Administration

- Coordinate project reporting and documentation.
- Monitor timelines, milestones, deliverables and budget.
- Support compliance with project and funding requirements.

Governance Support

- Support Steering Committee and project committee meetings.
- Provide timely project information to support effective decision-making.
- Carry out responsibilities under the strategic direction of the Steering Committee.

Key Activities

Examples of activities may include:

- Supporting meeting preparation and summaries.
- Following-up on action items.
- Coordinating committee meetings and project meetings.
- Monitoring timelines, deliverables and reporting deadlines.
- Coordinating communication and collaboration among project partners.
- Maintaining project records and documentation.
- Managing uncertainties to ensure project resilience.

Essential Qualifications

An equivalent combination of education and relevant experience will be considered.

The successful candidate will demonstrate:

- Experience managing or coordinating complex multi-partner projects.
- Strong organizational and project management skills.
- Experience monitoring timelines, budgets, deliverables and reporting.

- Excellent interpersonal, communication and facilitation skills.
- Ability to build collaborative relationships and work effectively in a consensus-based environment.
- Strong written communication skills, including meeting summaries and reports.
- Ability to work independently while remaining accountable to a governing committee.
- Sound judgment, initiative, adaptability and a proactive approach to problem solving.

Assets

- Experience with industry associations, not-for-profit organizations or collaborative networks.
- Experience managing government-funded projects.
- Knowledge of Canada's livestock or agricultural sectors.
- Knowledge of the sheep and/or goat industries.
- Bilingualism (English/French).
- Experience supporting committees or boards.

About the Project

Implementation of Sustainable Genetic Services for Sheep and Goat is a national project in partnership with Government of Canada funding.

The project aims to strengthen long-term genetic services for Canada's sheep and goat industries by improving collaboration among national organizations, enhancing data management and genetic improvement tools, supporting more efficient service delivery, and increasing producer awareness and adoption of genetic services.

About the Genetic Services Network (GSN)

The Genetic Services Network (GSN – www.gen-net.ca) is a collaborative network of nine national organizations working together to strengthen genetic improvement services for Canada's sheep and goat industries.

By sharing expertise, coordinating activities, and identifying opportunities for collaboration, GSN aims to improve the efficiency, sustainability, and long-term value of genetic services for producers across Canada.

How to Apply

Applicants are invited to submit:

- A cover letter outlining their interest and relevant experience.
- A current résumé.
- Contact information for three professional references.

Send application and any information request to Brianna Sullivan at brianna@ccsi.ca no later than September 13, 2026.