



Canadian Hereford Association

Summer Student Position 2022 - Administrative Assistant

The Canadian Hereford Association (CHA) is looking for a student interested in gaining experience in the purebred cattle industry. The successful applicant will gain insight into various programs the Association implements for its youth and adult members by working closely with the CHA staff. This role will be heavily focused on promoting the breed and advertising the activities of both the adult and junior boards. The position can be filled remotely, outside of the CHA office in Calgary, AB.

Assist in the following areas:

- Developing a social media plan using several social media platforms
- Revise and update documents, handbooks, guidelines, fact sheets, etc.
- Develop social media content from our resources to promote programs and revitalize traditional education resources

Training on specific software programs will be provided. Must have a personal computer and Internet access.

The wage paid will be \$15/hour, based on 40 hours per week. This is a summer position starting in May 2022 to the end of August 2022.

Please send your resume to info@hereford.ca