

The Canadian Weed Science Society – Société canadienne de malherbologie (CWSS/SCM) is looking for a dynamic individual to take the role of Executive Assistant for our society. The Executive Assistant is responsible for the day to day operations of the CWSS-SCM. Some travel (4–5 days, depending on venue location) is required, consisting of attending our Annual Meeting that rotates to a different location across the country and is usually held in November. The Executive Assistant is a renewable annual contract paid a competitive salary on a quarterly basis. Workload is anticipated to be about 360 hours per year. Candidates should be self-motivated, organized and have excellent written and oral communication skills. Proficiency with word processing software is required and some knowledge of website design would be preferred. Experience in agriculture, biological sciences or related disciplines would be an asset. Primary duties are listed below.

About CWSS/SCM: The CWSS/SCM is professional society composed of subject matter experts from university, government, and industry who specialize in research, teaching, extension, and regulation of weed-related topics. As the scientific authority for professionals in weed science, the CWSS/SCM provides year-round communication on weed science content and hosts a world-class annual meeting, providing networking, recruitment opportunities, and scientific enrichment.

Primary Duties:

Business Services

- Manage membership applications and membership renewals.
- Manage sponsorship invoicing & deposits. Liaise with Treasurer on applicable financial activities.
- Prepare and distribute ballots as requested by the Board of Directors (BOD).
- Assist and advise the BOD in all aspects of society management.
- Provide backup support to the CWSS/SCM Webmaster, updating information and adding content in the event the Webmaster is unable to.

Member Communication

- Electronically compile and distribute CWSS/SCM newsletters and monthly communications to the membership. Content mostly to come from the Executive and Communication committees.
- Refer public inquiries relating to general weed science, including weed identification or control measures, to appropriate specialists within the CWSS/SCM.

Annual Meeting

- Serve on all local arrangements committees, providing guidance and advice to the local arrangements committee on conference planning, procedures and key BOD directives.
- Solicit information for, compile, edit, format and distribute the information package, registration package, and the meeting App content, and any handouts for the CWSS/SCM Annual Meeting.
- Attend the annual meeting, with key responsibility for the registration desk, and on-site support.
- Solicit and compile input from Committee Chairs and Board Representatives for the CWSS/SCM Annual Meeting Proceedings and Abstracts.

To Apply:

To apply, please send your resume and cover letter to cwss.scm.webmaster@gmail.com by March 12, 2019. We thank all applicants; however, only those selected for an interview will be contacted.