The Canadian Veterinary Medical Association (CVMA) is seeking a veterinarian to manage the Animal Welfare and National Issues committees. Reporting to the Chief Executive Officer (CEO), this Program Manager will play a key role in the development of Animal Welfare and National Issues related strategies. The veterinarian will work with CVMA staff, committee members and stakeholders on policies and guidelines that are relevant for veterinary practitioners.

This is a full time, permanent position located at the CVMA office in Ottawa. If interested, please submit your application, including a cover letter and resume, by February 9, 2015 to Ms. Natalie Cummins, Comptroller and Manager, Human Resources at ncummins@cvma-acmv.org.

**Responsibilities**
The Program Manager’s duties include, but are not limited to:

- Manage the administration and operation of the CVMA Animal Welfare and National Issues committees (AWC and NIC), including facilitating the ongoing business, coordinating meetings, recording Minutes and undertaking follow-up action.

- Facilitate development and implementation of short and long-term committee plans.

- Conceive and implement initiatives, in conjunction with the relevant committees, to support the strategic business development and delivery of high-quality, member-relevant programs and actions, for example:
  - Identify animal welfare and national issues that are pertinent to CVMA members and make recommendations to the appropriate committee and/or the CEO.
  - Assist committees with the development and evaluation of veterinary position statements and guidelines.

- Develop and implement focused initiatives to promote the relevant programs to the veterinary profession and other parties, where appropriate. For example:
  - Promote clinical application and relevance of CVMA’s animal welfare and national issues positions and guidelines.

- Prepare program reports, correspondence, information documents, presentations, briefing notes and any other internal/external communications, as may be required.

- Participate in the promotion of the CVMA, i.e., through co-hosting a booth at selected veterinary association conferences or through other means.

- As needed, write articles for The Canadian Veterinary Journal, e-newsletter, etc., on pertinent national and animal welfare issues.

- Develop and administer annual budgets and financial reports for the relevant programs.

- Manage the Association’s national issues-related contracts and external representations and liaise with various external organizations and government departments, as required.
• Upon request by the CEO, represent the CVMA with particular stakeholders groups and speak to particular veterinary issues related to national issues and animal welfare.

Qualifications:
• D.V.M., preferably with a mixed animal practice background
• Strong communicator with solid command of written and oral English (fluency in French is a definite asset)
• Excellent planning and organizational skills with ability to establish and manage multiple priorities
• Strategic and critical thinking
• Knowledge of business administration

About the Canadian Veterinary Medical Association
The Canadian Veterinary Medical Association (CVMA) is the national voice for the veterinary profession dedicated to serving and representing the veterinarians of Canada. The Association is committed to excellence within the profession and to the well-being of animals. CVMA promotes public awareness of the contribution of animals and veterinarians to society. Visit www.canadianveterinarians.net to learn more about the CVMA.