



CONTRACTED & REGIONAL SECRETARIES

JUNE 4, 2019

OVERVIEW

The SK Livestock Finance Co-operative Ltd. (SKLF) Board of Directors is seeking expressions of interest from experienced Livestock Loan Guarantee Program (LLG) Association Secretaries who are interested in working for SKLF in one or both of the following capacities:

1. Short-term contracted secretaries to assist with the transition and set-up of the new Co-operative; and/or
2. Permanent full-time Regional Secretaries to work for SKLF

The details of both positions are outlined below.

CONTRACTED SECRETARIES

- Contracted to assist during the start-up phase over the summer and into the fall, including:
 - Working closely with the other contracted secretaries to carry out duties required to ensure a successful launch of the new Co-operative and the replacement livestock finance program; and
 - Completing the administrative work required to transfer existing LLG Association Members and their associated LLG loans to SKLF
- Contracted positions require previous experience as an LLG Program Association Secretary
- Work could vary between 20 to 40 hours per week in July, August and September
- Contracted secretaries will be paid a competitive hourly wage

REGIONAL SECRETARIES

- SKLF will be hiring five (5) full-time, permanent employees in the role of Regional Secretary
- It is expected that these positions will be filled in early fall 2019
- Regional Secretaries would be responsible for fulfilling the duties similar to the LLG Association Secretary duties for a specific region (the province will be split into five regions; each being managed by its own Regional Secretary) and other duties as required
- Regional Secretaries will report directly to the SKLF General Manager
- These roles will be full-time positions at roughly 40 hours per week
- Regional Secretaries will be paid a competitive salary and benefits package
- Regional Secretaries will receive training and a computer, software and office supplies required to work remotely
- Additional information regarding these positions will be provided once it becomes available

EXPRESSION OF INTEREST

If you are interested in one or both of these roles, please let us know by June 14, 2019 by sending us a letter expressing your interest, with your experience and two references to contact@sklivestockfinance.ca. We will be in touch the week of June 17 to discuss next steps.

QUESTIONS & ADDITIONAL INFORMATION

If you have any questions or would like more information please send us an email at contact@sklivestockfinance.ca. You are also welcome to check out our website which we update regularly: www.sklivestockfinance.ca.