Job Posting: Manager, Member Services

The Canadian Poultry and Egg Processors (CPEP) is the national trade organization representing the interests of more than 170 Canadian poultry processing, egg grading and processing and hatchery establishments. Our member companies process over 90% of Canada's chicken, turkey, eggs and hatching eggs. CPEP's team is based in Ottawa.

Position Overview

CPEP is seeking a Manager, Member Services to provide support for sector issues, operations and communications. The Manager will work collaboratively with other members of the CPEP team to represent the interests of all sectors under the CPEP umbrella. This is a new position at the organization with opportunities for growth.

Key Responsibilities

- Work closely with the CPEP team to ensure comprehension of sector issues and assist as needed;
- Act as staff resource for some sector issues;
- Assist with communication with members (newsletters, emails, website);
- Manage CPEP events, including the annual convention;
- Assist with CPEP operations as needed (administration and financial);
- Represent CPEP in industry, government, and stakeholder meetings as needed.

Qualifications and Requirements

- Post-secondary education in a relevant discipline;
- Minimum 2 years relevant experience;
- Exceptional relationship management, written and oral communication, and collaboration skills;
- Ability to multi-task, to work independently within a small staff environment, to have flexible working hours when required and to travel occasionally within Canada;
- Fluency in both official languages;
- Proficiency with Microsoft 365 suite of products;
- Knowledge of agriculture, food processing and poultry & egg processing would provide a distinct advantage.

Compensation & Office Policies

The CPEP office is based in Ottawa and has a hybrid office policy. The full-time position offers a competitive salary and benefits package commensurate with experience.

How to Apply

Please submit a CV along with a cover letter explaining your interest and how your experience fits with the position's requirements no later than Friday, December 4, 2026, to Margo Ladouceur, margo@cpep-tvoc.ca.