



Join the Caribbean Poultry Association (CPA)

Position: Operations & Research Officer

Location: Remote (with regional travel as needed)

Type: Full-time

Application Deadline: November 25, 2025

About CPA

The CPA is the strongest Caribbean regional livestock and agribusiness association. The association unites a wide range of operators and national associations across grain, poultry, egg, feed, and value-added product sectors. The CPA advocates for sustainable development, regulatory alignment, and regional food security. It guides strategic transformation in the agriculture sector through planning, networking, partnership, research and advocacy. Core activities include business support, training, sector updates, and representing the industry's interests nationally, regionally and internationally.

About the Role

We're seeking a detail-oriented and versatile **Operations & Research Officer** to support our Executive Director in managing CPA's core functions. The position combines administration, financial management, research, and member

communication, suited for someone who thrives in a dynamic, mission-driven environment.

Key Responsibilities

- Support the Executive Director in the preparation of reports, briefs, and member communications
 - Maintain CPA's digital presence and contact lists
 - Coordinate meetings, events, and internal documentation
 - Manage member invoicing, vendor payments, and financial records
 - Conduct research on industry trends and regulatory developments
 - Liaise with auditors, attorneys, service providers, and members
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Qualifications

- Bachelor's degree or equivalent experience in business, accounting, or administration
- 1–2 years of experience in bookkeeping and administrative coordination
- Proficiency in accounting software (QuickBooks, Peachtree, or equivalent)
- Strong written communication and organizational skills
- Experience with social media, event logistics, and stakeholder engagement
- Familiarity with nonprofit governance and market research (preferred)

Why Join CPA?

- Work closely with industry leadership on strategic initiatives
- Contribute to regional advocacy and sector development
- Flexible remote work environment with regional impact
- Opportunity for growth into planning, member services, or advocacy support
- CPA offers a competitive remuneration package, including flexible work arrangements and opportunities for professional growth.

How to Apply

Send your CV and a brief cover letter to **secretariat@caribbeanpoultry.org** by November 25, 2025 with the subject line: *Operations & Research Officer Application*.

Caribbean Poultry Association

<https://www.caribbeanpoultry.org/>

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