



Co-operative Development Foundation of Canada

SINCE 1947

Position Title:	Senior Program Assistant
Reports to:	Director, Programs
Contract Term:	One-year term
Status:	Full time, fixed-term contract
Location:	Ottawa, Ontario, Canada

This high level full-time administrative position reports to the Director of Programs. The Senior Program Assistant plays a critical role in supporting and enabling the team to be as efficient and effective as possible to fulfill CDF's mission. The role requires a self-directed and adaptable skill-set to provide a wide range of support in an extremely fast-paced and program-based environment. The primary responsibilities include managing the daily in-house needs of the organization, with a significant focus on data management and communications strategies. This job is for a fast learner with experience at office administration. The ideal candidate thrives in an innovative, collaborative, and dynamic environment focused on strengthening the resilience and sustainability of cooperatives globally.

SKILLS REQUIRED

- Languages: Fluent English – French and/or Spanish an asset
- Highly competent with computers and online technologies. Ability to quickly learn software programs.
- Must have strong verbal, writing and editing skills and be competent at the Microsoft Office Suite (including Word, PowerPoint, Excel).
- Competency with managing social media platforms – Facebook, Twitter, LinkedIn, and Instagram
- Extremely organized and detail-oriented with a talent for multi-tasking.
- Must be resourceful, respond quickly to daily needs, and able to hit the ground running
- Exceptional interpersonal and group process skills, including the ability to establish and maintain effective working relationships
- Experience coordinating meetings, events and travel
- Administrative and highly organizational skills and experience
- Unquestionable personal code of ethics, integrity, and trust
- Ability to work as a member of a team in an innovative and progressive environment
- Commitment to making a difference in the world

RESPONSIBILITIES

- Maintain and update databases and prepare reports and correspondence as needed
- Maintain managers calendars where required
- Update website as needed
- In collaboration with the Program Manager, prepare volunteer contracts
- Assist with administration of International programs



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- Assist with planning and implementing of meetings and other office events
- Scheduling and coordinating meetings and conference calls
- Assist with preparation of presentation material
- Coordination of travel schedule and travel arrangements
- Ensure that external and internal communications are transmitted in a timely manner
- Assist with development of external communications

EXPERIENCE

- Non-profit experience an asset
- Bachelor's degree or equivalent professional experience in senior administrative role
- Project management experience an asset

Application Process and Deadline

1. Applications must be received **no later than 4:00 p.m. Monday, April 23, 2018.**
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume.

Please reference the job title in the email subject line and **submit your resume and cover letter in confidence** to apply@cdfcanada.coop.

Only candidates selected for interview will be contacted!