



Co-operative Development  
Foundation of Canada

SINCE 1947

## Volunteer Opportunity Women's Mentorship Program- Facilitator

**WHERE:** Ottawa, ON

**DURATION:** April 22- May 1 and May 13- May 16, 2019

**REPORTING TO:** WMP Program Officer

**DEADLINE:** January 15th, 2019

**TRAVEL REQUIREMENT:** Some travel within Ottawa may be required

### BACKGROUND

The Co-operative Development Foundation of Canada (CDF)'s flagship Women's Mentorship Program (WMP) is an annual, month-long professional development training program for women managers of financial co-operatives from developing countries in Africa and Asia. This program empowers women by improving their managerial skills and building their self-confidence, a skill particularly vital for women working in cultures traditionally dominated by males. Since its inception in 2002, WMP has trained 239 women from 21 countries with 200+ Canadian credit unions playing host and mentoring to program participants.

### ABOUT THE ASSIGNMENT

In April and May 2019, 20 -24 female credit union managers from overseas will be coming to Ottawa for a month-long professional development training. Each participant is assigned to one Canadian credit union for 1.5 weeks of job-shadowing with a general manager as a mentor. Participants will also undertake 2.5 weeks of classroom training on general leadership issues and day-to-day credit union operations. Classroom topics range from Loan Applications, Risk Assessment/Management, Delinquency Management, Governance, Human Resource Management, Leadership Skill Development and Marketing etc.

### OBJECTIVES

The objective of this program is to enhance the capacity of approximately 20-24 female credit union CEO's and/or general managers by improving their skills in leading and managing the operations at their financial co-operatives. This goal will be achieved through a combination of classroom learning and practical experience at a Canadian credit union. The facilitator will lead the development and implementation of the program in collaboration with the CDF program officer. Areas of participant interest includes;

- Key aspects of credit union lending management
- Analysis of financial/lending policies
- History of current state of credit unions in Canada
- Structured information sharing among participants
- Leadership skill development
- Debrief on credit union technical learning
- Development of technical skills related to Governance, Marketing and Risk Management



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## ACTIVITIES AND DELIVERABLES

The Facilitator will:

- Develop and deliver several training workshops and leadership modules in Ottawa as part of the classroom training for the 2019 CDF Women's Mentorship Program along with a team of two other classroom facilitators.
- Use past WMP programs as a foundation to develop an agenda, identify key training topics and generate the corresponding participatory learning modules/workshops for approximately 2.5 weeks of classroom learning (topics should include: governance, risk management, human resources, financial management and reporting, leadership, change management, loan policies, managing loan delinquencies...etc.)
- Work with the CDF Program Officer to plan the classroom curriculum to provide learning opportunities to participants

## QUALIFICATIONS

The successful applicant must possess the following skills, experiences and personal characteristics:

- Experience providing leadership development training for women managers (self-esteem and self-confidence building)
- Experience addressing and strategizing around gender inequality issues faced by women in the credit union sector (e.g. workplace harassment, promoting gender parity in management, etc.)
- Excellent knowledge of the credit union sector
- Experience in establishing and managing credit union(s)
- Experience and knowledge of co-operative development and principles, preferably in a development context
- Knowledge of effective co-operative governance and management best practices
- Experience facilitating group learning/training sessions or focus groups using participatory methodology
- Knowledge of adult education principles and/or experience in adult education is considered an asset
- Ability to transform complex concepts and information into plain language reports
- Ability to be multi-functional and work in dynamic situations; be flexible and adapt to change
- Must be able to work alone as well as handle difficult situations with patience, tact and professionalism
- Ability to communicate and effectively interact with people of different cultures
- Experience working internationally, including rural and remote contexts is an asset

## APPLICATION PROCESS:

Please submit a resume and cover letter by **January 15<sup>th</sup>, 2019** to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop) . You must be a Canadian citizen or permanent resident. Successful candidates will be required to obtain a police-check from their local police/RCMP detachment. ***No phone calls please. All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.***



## Co-operative Development Foundation of Canada

Co-operative Development Foundation of Canada (CDF Canada) is an international development charity that helps improve the lives of women, men, children and their communities through cooperatives. We envision a world where self-reliant communities flourish. CDF Canada is working with local partners in Africa, Asia, Latin America and in Eastern Europe to establish and grow community owned co-operatives that help people achieve more prosperous, self-reliant lives. For over 70 years, CDF has been mobilizing financial resources, volunteers and knowledge — mostly from Canadian co-ops and credit unions — to make the world a better place. For much of that time, CDF Canada worked with partners to help communities move toward prosperity and create more secure lives through community-owned cooperatives. For more information about CDF Canada, visit [www.cdfcanada.coop](http://www.cdfcanada.coop)