



Co-operative Development Foundation of Canada

SINCE 1947

Volunteer Opportunity

Access Database Specialist

Contribute. Discover. Grow. Volunteer with CDF Canada.

Location: Ottawa, Ontario, Canada

Start Date: To be negotiated

Duration: 4 months

Language Requirement: English

The Project

Based in CDF's Ottawa headquarters (with the possibility of working remotely), the successful candidate will enhance and fine-tune an already existing Access database used to capture complex volunteer statistics and support data analysis. This will involve modifying existing queries and creating new, more complex ones.



The Co-operative Development Foundation of Canada (CDF Canada)

The Co-operative Development Foundation of Canada (CDF Canada) is an international development organization that helps improve the lives of women, men, children and their communities through co-operatives. 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. CDF and the Canadian Co-operative Association (CCA) amalgamated in 2017 under the CDF Canada brand. For more information about CDF Canada, visit www.cdfcanada.coop

Activities and Deliverables

- Superior and advanced knowledge of Microsoft Access
- Previous experience in database design, development and administration, including creating tables and writing queries that will enable users to access required information

- Finance, Computer Science or Information Technology Degree or in progress
- Analytical mind with a problem-solving aptitude
- Strong analytical skills with the ability to collect, organize, analyze large amounts of data with attention to detail and accuracy
- Ability to work with little supervision and with others to complete tasks

Engaging Canadians

We ask each volunteer, regardless of placement duration, to share her/his experience during and/or upon completion of their assignment. This may be done through providing human interest stories and photographs that can be used for social media outreach; participating in organized talks at universities or other public engagement activities, etc. CDF Canada provides technical and logistical support to assist volunteers to share their experiences and motivate others.

*For any questions related to this assignment and to apply, please submit a resume and letter of intent by **February 15, 2019** to apply@cdfcanada.coop*