

## Volunteer Opportunity

### Women's Mentorship Program Volunteer

**WHERE:** Ottawa

**DURATION:** March to June 2020; Event: May 23<sup>rd</sup> to June 19<sup>th</sup>, 2020

**REPORTING TO:** Director of Operations

**Status:** Volunteer Position

**Travel Requirement:** Some travel within Ottawa may be required.

#### BACKGROUND:

CDF Canada's Women's Mentorship Program is an annual training program that provides women credit union managers of overseas financial co-operatives with a unique opportunity for professional development. It is also a mutual learning opportunity for Canadians and international co-operators. Program participants are matched up with a credit union in Canada for 1 ½ weeks' worth of job-shadowing with a general manager as their mentor. Canadian credit union managers volunteer their time, training materials, transportation and accommodation for the overseas participants. Participants will also undertake a 2 ½ week classroom training program on general leadership issues and day-to-day credit union operations. The Women's Mentorship Program has been going on since 2002 with over 250 women credit union managers who have participated from over 27 different countries. **This year's program is the 20<sup>th</sup> cohort and the women credit union managers will be in Canada from May 23<sup>rd</sup> to June 19<sup>th</sup>, 2020.**

#### ABOUT THE ASSIGNMENT:

CDF Canada is looking for volunteers for two aspects of the Women's Mentorship Program. The successful volunteers will be based out of the Co-operative Development Foundation of Canada HQ and support the Women's Mentorship Program team to implement the program. Ideally, a volunteer will be involved in both pre-program and the event itself. If you are only able to be a part of one portion of the volunteering, please clearly state your availability in your application.

**Pre-Program Volunteer(s):** This volunteer would be able to start **immediately** to provide support in executing and logistically organizing the 2020 Women's Mentorship Program. This position has the opportunity to last until mid-June.

**WMP Program Volunteer:** This volunteer would be able to be a part of the day-to-day affairs of the Women's Mentorship Program between **May 23<sup>rd</sup> – June 19<sup>th</sup>, 2020**. Between this time, the female credit union managers will be in classroom sessions with subject matter experts and facilitators and organizing knowledge exchanges between these managers and Canadian co-operatives and credit unions.

### **ACTIVITIES AND DELIVERABLES:**

- Review and support the implementation of the Women’s Mentorship Program.
- Work towards increasing the visibility of the WMP amongst targeted audiences.
- Assist in the collection of stories, photographs, and videos to use on CDF Canada social media.
- Support workshops presenters in order to build the capacity of programming staff.
- Other tasks as required.
- Specifically, for volunteers that can only help with the event:
  - Ability to set-up and break-down classrooms.
  - Flexibility regarding schedule and meeting ongoing challenges.
  - Help to facilitate the organization of food, beverages, travel, and paperwork.

### **QUALIFICATIONS:**

- Experience providing Administrative Support in multiple capacities.
- Advanced skills in Word, Outlook and Excel. Working knowledge of PowerPoint is helpful.
- Must be able to exercise discretion and maintain confidentiality.
- Ability to speak and write in English.
- Strong initiative and ability to work towards tight deadlines with minimum supervision.
- Ability to multi-task and manage concurrent deadlines, event planning, catering & set up.
- Strong organizational skills with excellent attention to detail.
- Experience working with women groups is an asset.
- University degree in a relevant field and experience working cross-culturally are an asset.
- Experience and/or knowledge of co-operatives and international development.

### **HOW TO APPLY**

Interested individuals should contact the Hiring Team at [mentoring@cdfcanada.coop](mailto:mentoring@cdfcanada.coop) with “WMP Volunteer 2020” in the subject line. Please include a resume, a statement on why you would like to be involved with the program including any relevant experience that you possess, and your availability for the role. Only selected candidates will be contacted. For more information about the Women’s Mentorship Program 2020, please visit <http://cdfcanada.coop/our-projects/womens-mentorship/>.

### **CO-OPERATIVE DEVELOPMENT FOUNDATION OF 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](http://www.cdfcanada.coop)