



## Co-operative Development Foundation of Canada

SINCE 1947

<b>Position Title:</b>	Program Officer
<b>Reports to:</b>	Manager, Programs
<b>Contract Term:</b>	12 months, with option to extend.
<b>Status:</b>	Full time, fixed-term contract, work at home
<b>HQ Location:</b>	Ottawa, Ontario
<b>Salary Range:</b>	\$52,000 - \$61,000 - commensurate with experience.

### GENERAL DESCRIPTION

The Program Officer is part of an integral team implementing CDF Canada's international development programs within the framework provided by organizational strategies, policies, procedures, and goals. The Program Officer collaborates with all levels of staff in both CDF Canada headquarters and international locations. The Program Officer provides administrative, analytical, research, and operational support.

### RESPONSIBILITIES:

#### Project Management Support (70%)

- Provides support to program team.
- Supports monitoring of partner contracts and administration of assigned projects.
- Coordinates with staff assigned to the project(s) to ensure accurate and timely transfer of funds and reception of financial reports and, where applicable, volunteer timesheets.
- Participates in development of annual work plan and budget for projects.
- Ensures accurate and timely inclusion of project reporting at the request of Supervisor.
- Supports preparation of final project reports and consolidated summaries for submission.
- Facilitate and track financial transfers to partners (FC, IPNI and Local Partners).
- Ensure supportive administrative and follow up with technical co-operants.
- Integration of data systems and specifically standardization of reporting and data management for CDF projects via organizational software

#### Administration Support (30%)

- *Communication* – posts and monitors social media, collects impact stories from field offices (editing where needed), manages website e.g., news and project updates, postings, adding stories and/or photographs to illustrate and profile CDF Canada.
- Manages consultant database.
- Provides support to the Specialist group.
- Manages HQ volunteers - assisting with recruitment (prepare terms of reference & posting), selection, training and managing day-to-day administrative work.
- Assists in organizing workshops to communicate CDF project progress and results.

### COMPETENCY & SKILL REQUIREMENTS

- Extremely organized and detail-oriented with a talent for multi-tasking.



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- Superior writing, editing and proofreading skills.
- Excellent analytic skills, clear ability to research issues through literature review and other means, and strong capacity to synthesize information to develop and support new and ongoing program activities.
- Demonstrated ability to conduct research, business opportunities, industry trends, competing organizations and interpret research results.
- Information management - ability to maintain database platform, update information, and prepare reports using relevant data.
- Experience coordinating meetings, events and travel.
- 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 with Headquarters and project field staff.
- Unquestionable personal code of ethics, integrity, and trust.
- Good judgment and maturity, with an ability to identify and address organizational needs, make decisions, develop and justify recommendations, resolve conflicts and be responsive and clear with internal and external stakeholders.
- Ability to work as a member of a team.
- Discretion and commitment to organizational reputation and confidentiality.
- Commitment to making a difference in the world.

### QUALIFICATIONS

- Post-secondary diploma or degree.
- Fluency in English. Fluency in French or Spanish is considered an asset.
- Demonstrated competence and experience in clerical support, international development, data base management, communications/writing, financial reporting and control.
- A minimum of 2 years' work experience in the relevant fields listed above.
- Knowledge of co-operative forms of enterprise an asset.
- Work experience in non-profit environment an asset.

