



Co-operative Development  
Foundation of Canada

SINCE 1947

## Volunteer Opportunity – Access Database Specialist

**WHERE:** CDF Canada Headquarters, Ottawa

**DURATION:** negotiable

**REPORTING TO:** Director, People & Systems

**DEADLINE:** open until position filled

**Travel Requirement:** NONE

### BACKGROUND:

The Co-operative Development Foundation of Canada (CDF) has created an Access database to track and report on the more than 100 volunteers we engage per year both in Canada and abroad. As CDF is obliged to provide numerous reports including wide-ranging criteria based on this data, we need to develop additional, more complex queries to satisfy our reporting requirements.

### ABOUT THE ASSIGNMENT:

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.

- 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

### APPLICATION PROCESS:

Please submit a resume and letter of intent to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop). **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

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)