



Co-operative Development  
Foundation of Canada

SINCE 1947

**Volunteer Opportunity**

**EVENT COORDINATOR**

*Contribute. Discover. Grow. Volunteer with CDF Canada.*

**Location:**

Ottawa, Canada

**Timeline:**

January – March 2019 (exact timing will be negotiated with the successful candidate)

**Duration:**

Thirty days minimum (exact duration will be negotiated with the successful candidate)

**Language Requirement:**

English Required (Spanish highly desirable)

**The Project**

The Co-operative Development Foundation of Canada (CDF Canada) will host a high-level event for International Women's Day in March 2019 to showcase our global work on women's empowerment and gender equality. Attendees will include representatives from our local partner organizations in South America, Sub-Saharan Africa, East/South-east Asia, beneficiaries from our project sites, CDF Canada's board members and officials from Global Affairs Canada. Other NGOs will be invited to present on similar key themes. Most of the event will be related to CDF's INVEST project. INVEST is a four-year (2015-2019) multi-country project bringing sustainable economic growth to women and men small producers through the Integrated Co-operative Model. The project is funded by Global Affairs Canada (GAC) with contribution from CDF Canada.

**Your Assignment**

In close coordination with CDF Canada's Gender Specialist, you are expected to assist with planning all event logistics in addition to set-up and takedown for the actual event. Your expertise in event planning will help the Gender Specialist plan and carry-out a high calibre event.

**Essential Qualifications**

- Previous experience with event planning
- Excellent attention to detail
- Creative and analytical thinker
- Excellent communication skills (verbal and written)
- Understanding and interest in women's empowerment and gender equality in a global context
- Fluency in Spanish considered an asset

**Terms and Conditions**

This is a voluntary assignment. You will be required to be in office for most of this assignment, which will be negotiated with the successful candidate. Otherwise your placement can be fulfilled remotely.

**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 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 and tell their experiences to motivate others.

**Application Process**

Please submit a resumé and letter of intent by **January 18, 2019** to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop). For any questions related to this assignment, please contact us at the email address listed above.