



Co-operative Development
Foundation of Canada

SINCE 1947

Volunteer Opportunity

Women Mentorship Program Assistant

Contribute. Discover. Grow. Volunteer with CDF Canada.

Location: Ottawa, Ontario, Canada

Start Date: March 4, 2019

Duration: 4 months

Language Requirement: English

The Project

CDF Canada's Women's Mentorship Program (WMP) is an annual month-long training program for women leaders of financial co-operatives around the globe. The 2019 program will be taking place from April 20th to May 17th, 2019. This year is the 19th cohort of the program and 20 women credit union managers will be coming from different continents. Each participant is assigned to one Canadian credit union for 1 ½ weeks' worth of job-shadowing with a general manager as a mentor. Participants will also undertake 2 ½ weeks of classroom training program on general leadership issues and day-to-day credit union operations. For more information on the program, please visit this [link](#).



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

Your Role and the Assignment in Brief

The volunteer will provide support for the 2019 Women's Mentorship Program. Based in CDF Canada's Ottawa headquarters, the successful candidate will work with the Women's Mentorship Program Officer to provide administrative and logistical support before, during and after the program takes place.

Essential Qualifications

- Two years' experience in administrative positions
- 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 with a 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's 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

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 workshop presenters in order to build the capacity of programming staff
- Other tasks as required

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 25, 2019** to apply@cdfcanada.coop*