



Position Title:	Program Officer
Reports to:	Manager, Programs
Contract Term:	6 months
Status:	Fixed-term contract
Location:	Ottawa, Ontario, Canada

This full-time administrative position reports to the Manager of Programs. The Program Officer plays a critical role in supporting and enabling the team to be as efficient and effective as possible to fulfill CDF's mission. The role requires a self-directed and adaptable skill-set to provide a wide range of support in an extremely fast-paced and program-based environment. The primary responsibilities include managing the daily in-house needs of the organization, with a significant focus on general administration, research, report writing and data management. This job is for a fast learner with experience at program administration, general office administration, research and report writing. The ideal candidate thrives in an innovative, collaborative, and dynamic environment focused on strengthening the resilience and sustainability of cooperatives globally.

SKILLS REQUIRED

- Languages: Fluent English – French and/or Spanish an asset
- Excellent administrative and organizational skills and experience
- Excellent analytical, research and report writing skills.
- Attention to details and quality
- Must be proactive and have a talent for multi-tasking.
- Must be resourceful, respond quickly to daily needs, and able to hit the ground running
- Experience coordinating meetings, events and travel
- Must have strong verbal, writing and editing skills and be competent at the Microsoft Office Suite (including Word, PowerPoint, Excel).
- Fully competent with computers and online technologies. Ability to quickly learn software programs.
- Exceptional interpersonal and group process skills, including the ability to establish and maintain effective working relationships
- Unquestionable personal code of ethics, integrity, and trust
- Ability to work as a member of a team in an innovative and progressive environment
- Commitment to making a difference in the world

RESPONSIBILITIES

- General program and office administration
- Maintain and update databases and prepare reports and correspondence as needed
- Maintain managers calendars where required
- Verifying Monitoring & Evaluation data as required.



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- In collaboration with the Program Manager, prepare volunteer contracts
- Assist with administration of International programs
- Assist with planning and implementing of meetings and other office events
- Scheduling and coordinating meetings and conference calls
- Assist with preparation of presentation material
- Coordination of travel schedule and travel arrangements
- Ensure that external and internal communications are transmitted in a timely manner
- Assist with development of external communications

EXPERIENCE

- Non-profit experience an asset
- Bachelor's degree or equivalent professional experience in senior administrative role
- Project management experience an asset

Application Process and Deadline

1. Applications must be received **no later than 4:00 p.m. Friday, December 20, 2019.**
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume.

Please reference the job title in the email subject line and **submit your resume and cover letter in confidence** to info@cdfcanada.coop.

Only candidates selected for interview will be contacted!