

# Job Posting

## Co-operative Development Officer – Saskatchewan Co-operative Association

Saskatchewan Co-operative Association requires a dynamic and progressive individual to manage and implement our co-operative development strategy for the next ~two years.

This Saskatoon-based term position will have two main components. The first is to provide co-operative advisory services to assist groups in assessing the feasibility of their business idea, assist in the development of their co-operative structure and to assist with their business plan and initiating operations, with an emphasis on supporting the development of elder care co-operatives (including seniors' housing co-operatives, home support or home care co-operatives and funeral co-ops). The second focus is on promoting the co-operative business model and raising awareness of the co-operative business model with governments and decision makers, the general public and across the co-operative sector. The Co-operative Development Officer reports to the Executive Director.

Saskatchewan Co-operative Association is a provincial coalition of co-operatives and credit unions. We support and promote the co-operative model for community and economic development in Saskatchewan. SCA programming and activities include a large summer youth program, annual co-operative sector events and communications within the co-operative sector and to the general public and governments, as well as co-operative development support and advisory services.

**Start Date:** May 3, 2010

**End Date:** March 31, 2012

Key Responsibilities include:

- Manage and implement SCA's co-operative development strategy and advisory services program:
  - Facilitate the development of co-operatives in Saskatchewan; act as a resource and facilitator for groups at all stages of the co-operative development process, with an emphasis on elder care co-operatives;
  - Promote an understanding, awareness and appreciation of co-operatives in Saskatchewan to the general public, allies and government;
  - Facilitate the establishment of a co-operative development network within Saskatchewan;
  - Maintain a tracking system of inquiries and responses;
  - Prepare quarterly and annual reports on progress made toward goals, success and lessons learned;
- Develop recommendations for direction of future co-operative development work in Saskatchewan; and
- Other responsibilities as assigned by the Executive Director.

The ideal candidate will demonstrate competencies and experience in the following areas:

- A university degree in co-operative, business or community development or a related discipline;
- 3-5 years of co-operative development experience;
- Significant knowledge and experience working with co-operatives and credit unions, knowledge of housing co-operatives would be a strong asset;
- Strong understanding of co-operative business development and the co-operative development process (including feasibility and business plan development, bylaws and governance structures, financing and raising capital, regulatory and incorporation procedures);
- Strong understanding of co-operative principles, values, practices and their application;
- Exemplary abilities in building relationships and working effectively with volunteers, community members, co-operative and government leaders and co-workers;
- Proficiency with all Microsoft Office applications, including Excel; and
- Excellent project management, time management, analytical, financial management and communication skills.

*Qualified candidates should submit a curriculum vitae, cover letter and 3 references by April 16<sup>th</sup>, 2010 to:*

Executive Director, Saskatchewan Co-operative Association  
Suite 120 – 128 4<sup>th</sup> Avenue South, Saskatoon, SK S7K 1M8  
Fax: 306-244-2165      Email: [victoria.morris@sask.coop](mailto:victoria.morris@sask.coop)

*We thank all applicants for your interest, but only those candidates selected for an interview will be contacted.*