

**Office Assistant (Summer Position)
Canadian Worker Co-operative Federation (CWCF)**

The Canadian Worker Co-operative Federationⁱ seeks to fill a summer position for an Office Assistant within its RRSP/TFSA Program.ⁱⁱ This position will be full-time, beginning as soon as a qualified individual is found and continuing until the end of August, 2020. There may be a possibility of continued part-time employment in the fall if mutually desired. This is a unique position; as such, all training will be provided.

Location: downtown Kentville, NS (air-conditioned office)

Position Summary

Carry out the digitization of thousands of RRSP and TFSA client files. This will include manually organizing the paperwork in each file, scanning each batch of documents, and cataloguing the digital files.

Required skill and knowledge set

- Meticulous attention to detail
- Tolerance for monotony and repetitive tasks
- Familiarity with, or ability to quickly learn, digital file editing software (e.g. Adobe)
- Ability to adhere to strict confidentiality policy
- Administrative skills

Desired skill set

- Previous file management experience
- Familiarity with, or interest in, the co-operative model and community economic development

Personal attributes

- Thoroughness and accuracy
- Ability to maintain productivity with highly repetitive work
- Highly motivated; able to work independently
- Dependable and trustworthy
- Quick learner

Office Assistant: Full Job Description

The Office Assistant's primary role within the RRSP/TFSA Program (which CWCF operates to enable individuals to invest in co-operatives, non-profit organizations, and similar types of enterprises), in accordance with the provided training, will be as follows:

1. Gain a basic understanding of the RRSP/TFSA Program through training by the Program Manager and other permanent staff.
2. Become familiar with the paperwork requirements for each type of transaction.

3. Review each client file, noting any paperwork that appears to be missing or incomplete and communicating such deficiencies to the Program Administrator.
4. Organize the paperwork within each individual file, then scan it in the appropriate order.
5. Catalog each digital file in CWCF's internal database.
6. Assist with any other general office tasks as requested by the Program Manager or Program Administrator, such as filing and general organization, mailing, etc.

To apply, please e-mail your expression of interest and resume to Kristin Van Hattem, RRSP/TFSA Program Manager: rrsp@canadianworker.coop.

The salary for this position will be approximately \$14/ hour, for 35 hours per week. Student applicants are welcome, but anyone may apply. Applications will be accepted until the position is filled. We will only contact those whom we wish to interview.

ⁱ About the organization: The Canadian Worker Co-operative Federation is a non-profit organization with 4 full-time equivalent staff, in addition to this position. It is a national, bilingual membership organization of and for worker co-operatives, related types of co-operatives, and organizations that support the growth and development of worker co-operatives.

ⁱⁱ The RRSP/TFSA Program is offered by CWCF to worker co-ops, other types of co-ops, CED Investment Funds and similar organizations, and Non-Profit Organizations. Staff in CWCF's Kentville office are responsible for the administration of this program.