



COMMON GOOD CAPITAL
REGISTERED PLANS PROGRAM

Program Assistant (Term Position) Canadian Worker Cooperative Federation

The Canadian Worker Co-operative Federationⁱ ("CWCF") seeks to fill a term position for a Program Assistant with Common Good Capitalⁱⁱ ("CGC"), which is a Registered Plans Program available to members of CWCF. This position will be a one-year part-time term (maternity leave replacement), beginning December 5, 2022 and continuing until December 29, 2023, with hours fluctuating throughout the year as follows (approximately):

December: 8-10 hours/week (training)

January: 15 hours/week

February - May: 30 hours/week

June - December: 15 hours/week

This position includes unique responsibilities; as such, all training will be provided.

Location: downtown Kentville, Nova Scotia, with option for some remote work as well

Salary: \$19.00/hour, plus eligibility for benefits after a successful probation period

Position Summary

Provide administrative support within Common Good Capital, which operates to enable individuals to invest in co-operatives and similar types of enterprises through Self-Directed RRSPs and TFSAs trusted by CWCF.

Required skills and knowledge

- Meticulous attention to detail
- Administrative, numerical and data entry skills
- Highly effective verbal and written communication
- Ability to handle complexity and prioritize competing tasks
- Proficient use of Microsoft Excel, Microsoft Word and Adobe Acrobat

Desired skill set

- Familiar with the co-operative model

Personal attributes

- Thoroughness and accuracy
- Ability to work under pressure and deliver to agreed deadlines
- Self-motivated and confident; able to work independently and as part of a team
- Dependable and trustworthy; able to maintain high level of confidentiality
- Quick learner



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Program Assistant: Full Job Description

Provide assistance within CWCF's Registered Plans Program, Common Good Capital, which operates to enable individuals to invest in co-operatives and similar types of enterprises through Self-Directed RRSPs and TFSAs, in accordance with the provided training and administration manuals, as follows:

1. Become knowledgeable about the Registered Plans Program through training by permanent Program Staff.
2. Become familiar with Common Good Capital's Administration Support Manual.
3. Review and process documentation for the various types of transactions that occur within the Program.
4. Enter information into the Registered Plans database (called "IAP") and record all transactions.
5. Maintain digital files for all member organizations ("Program Members") and Account Holders, as well as hard copies (if/as required).
6. Assist with general office tasks, e.g., filing and general organization; mailing T4RSPs, contribution receipts and account statements; etc.
7. Communicate with Program Members, other financial institutions and account holders, as necessary.
8. Assist with any other tasks as requested by the Program Manager or Program Administrator.

To apply, please email your expression of interest and resume to Kristin VanHatten, Common Good Capital Program Manager: rrsp@canadianworker.coop.

Applications will be accepted until the position has been filled. We will only contact those applicants whom we wish to interview.

ⁱ About the organization: The Canadian Worker Co-operative Federation is a non-profit organization with about 5 full-time equivalent staff who work in various locations across Canada. 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 Common Good Capital, CWCF's Registered Plans Program, is available to worker co-ops, other types of co-ops, Community Economic Development Investment Funds and similar organizations, and Non-Profit Organizations. Staff in CWCF's Kentville office are responsible for the administration of this Program.