



CWCF
FCCT

CANADIAN
WORKER
CO-OP
FEDERATION

FÉDÉRATION
CANADIENNE DES
COOPÉRATIVES
DE TRAVAIL

The Canadian Worker Co-operative Federation is recruiting an intern for the Justice, Equity, Diversity, and Inclusion (JEDI) Social Acquisition Project

To Apply

Application deadline: April 21st, 2023, open until filled

Please send resume and cover letter to:

Janielle Maxwell
JEDI Business Conversion Project Coordinator
jedi-sa@canadianworker.coop

Job title: Justice, Equity, Diversity, and Inclusion (JEDI) Social Acquisition Project Assistant (or “JEDI Project Intern”)

Project: JEDI (Justice, Equity, Diversity and Inclusion) Social Acquisition Project

Reports to: JEDI Project Coordinator, Executive Director, and/or Communications and Member Services Manager

Status: Term, May 1 to October 27, 2023 (26 weeks/ 6 months)

Hours: 37.5 hours per week

Employment Description:

The JEDI Intern will work to help execute the main goals and objectives of the JEDI Social Acquisition* Project as well as assist with other tasks as reasonably required by CWCF staff (mainly the Executive Director, Communications Team, & JEDI Project Coordinator).

The JEDI Social Acquisition Project itself, is positioned to strengthen the network of expertise within the Social Innovation and Social Finance (SI/SF) community serving equity-denied groups (EDGs) such as, but not limited to: women, BIPOC, Indigenous, LGBTQ2S+, Newcomers, Visible Minorities, Differentlyabled People and Youth. The project goals serve to encourage the exposure of new members of EDGs to

the Social Purpose Organization (SPO) and Social Enterprise models, with the hope of 1 individual or group eventually choosing to convert their traditional business to any type of SPO.

The employment opportunity will allow the individual to explore their sense of belonging within the SPO space, while helping others arrive at that same realization through the creation of tailored education materials, research, & the possible delivery of group presentations. The JEDI Intern will have the opportunity to meet with other members of EDGs, and make meaningful connections with those who share a passion for the cause. This position best suits an inquisitive individual who is interested in building a people-centric, democratized economy, believes in the vision of SPOs and Social Enterprises, and is a strong team player.

*Social Acquisition/Business Conversion means the conversion of conventional businesses to co-operatives and other enterprise models in the social and solidarity economy (collectively known as Social Purpose Organizations or “SPOs”).

The project’s specific objectives are to:

- Build tailored social acquisition awareness and education resources for equity-denied groups;
- Curate a list of free and paid services and service-providers for buyer side, seller side, and sustaining social acquisition cases;
- Convene a network of Social Purpose Organization (SPO) and Small and Medium-sized Enterprise (SME) service providers committed to using social acquisitions as a tool for increasing Social Finance amongst equity-denied groups;
- Collect and support potential seller-side and buyer-side social acquisition cases with early stage consultations.

The JEDI Intern will provide support to accomplish the above objectives, with some amount of flexibility around the specific activities assigned.

Qualifications:

Required Skills:

- Very good verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders, and the general public.
- Administrative skills i.e. Proficient in the usage of various technological and design softwares such as Microsoft Office Suite- (Excel, Powerpoint, Word etc.) and Canva (or other design softwares) - or willingness/ aptitude to learn these
- Connections within communities serving equity-denied groups (women, BIPOC, youth, people with disabilities, LGBTQ2S+)
- Organizational and time management skills.
- Good analytical, problem-solving, and decision-making skills
- Strong team player
- Strong / native-level proficiency in either English or French.

Desired skills:

- Familiarity with the co-operative and social enterprise models - or strong interest with ability/ willingness to learn .
- Bilingual English-French.

- Strong editing, proofreading, and social media/design skills

Skills that will be Developed:

- Ability to set priorities, solve problems and meet deadlines under pressure.
- Tailored knowledge on Social Acquisitions/ Business Conversions, SPOs, & Social Enterprises
- Research analysis and related written communication
- Cross-cultural communication & professional written communication
- Oral presentation, outreach, and interpersonal skills
- Time management & multitasking
- This internship is also an opportunity for young people to become influencers within their communities as they better understand SPOs & raise related awareness

Working Conditions:

The JEDI intern will provide their own office space as a remote worker. The position would typically be during work hours (i.e. 9am-5pm, 10am-6pm etc.) , but may require some evening and weekend work for attending events and networking. A computer will be provided.

Compensation and Benefits:

Salary: \$21/ hour.

Sick days: 4.5 sick days (accumulate at 0.75 days/month)

Personal days: 1.5 personal days (accumulate at 0.25 days/month)

Vacation: paid out vacation days at the end of placement – vacation rate of pay is 6% per pay, which youth will receive at the end of the placement

Accommodations:

Job accommodations will be provided as appropriate to ensure success in the role.

Main Project Activities:

***note that most tasks under Months 1 to 3 and 4 to 8 are already completed, as the project began in September 2022 and is approximately 15 months long.**

Months 1 to 3

- Create project steering committee;
- Hold first project team meeting to ensure that everyone is informed of project scope, schedule, and their respective duties and responsibilities;
- Create a communications and marketing plan and develop communications materials in both official languages;
- Attend relevant conferences led by equity-seeking groups and present information on IRP opportunities; and
- Develop surveys to gather both quantitative and qualitative data for the project evaluation and develop an evaluation plan.

Months 4 to 8

- Research and produce accessible online one-pager introductions to the various types of social acquisitions and highlight specific cases in which equity-deserving persons were involved;
- Form a messaging partnership with engaged organizations/individuals to help amplify communications and marketing;
- Recruit and hire student interns;
- Conduct environmental scan and build an online database of self-identified social acquisition service providers across Canada
- Design and deliver one peer-learning session for the SPO/SME service providers to increase their awareness of and capacity to support social acquisition cases;
- Possible attendance at monthly Steering Committee meetings.

Months 9 to 15

- Arrange for SPO/SME service providers to offer pro-bono or discounted services to active cases;
- Invite cases to convenings to interact with and learn from service providers;
- Set up a dedicated web form for social acquisition cases to submit assistance requests;
- Partner with the University of Waterloo, and potentially other colleges, universities and/or other partner organizations to offer free topic-based consultations with business school student teams.

**note that the intern may be required to assist with these tasks (especially those highlighted) as well as other tasks and ideas that develop throughout the duration of the project and are relevant to the project.

Eligibility and Guidelines:

CWCF is an equal opportunity employer committed to representation and inclusion. This position, funded by the Canadian Community Economic Development Network's (CCEDNet's) CreateAction youth employment program, is open to youth (under 30). We strongly encourage applications from all backgrounds, including underrepresented groups in the co-operative sector such as BIPOC, 2SLGBTQ+, youth and those with lived experience including cultural backgrounds and languages representative of our nation's complex history. CWCF values and honours the lived experience candidates may bring to this position, please feel free to highlight these attributes mentioned above in your application and/or interview process. We do not discriminate on the basis of sex, gender, race, ethnicity, class, religion, or sexual orientation. CWCF thanks all candidates for their applications. Only those candidates selected for an interview will be contacted.

Applicants must be:

- Involuntarily not in education, employment or training (NEET) and/or underemployed;
- A youth experiencing barriers to employment;
- Between 15 and 30 years of age (inclusive) at the start of placement;
- Canadian citizens, permanent residents, or protected persons as defined by the Immigration and Refugee Protection Act;
- Legally entitled to work in Canada;
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

About CCEDNet's CreateAction Program:

The purpose of CreateAction is to provide employment and career-relevant learning opportunities to youth involuntarily not in education, employment or training (NEET) and/or underemployed -AND- facing

barriers to employment. These placements will take place under the terms and conditions of a contribution agreement between the Canadian CED Network and Employment and Social Development Canada as part of the Youth Employment and Skills Strategy.

The Canadian Community Economic Development Network (CCEDNet) and the National Association of Friendship Centres (NAFC) are working in partnership to deliver the CreateAction program with funding by Employment and Social Development Canada and with evaluation support from the Social Research and Demonstration Corporation.

All work experience placements will support youth to further their career interests in community economic development, social innovation and/or off-reserve Indigenous service delivery infrastructure and provision of culturally enhanced programs and services to urban Indigenous residents.

To Apply

Application deadline: April 21st, 2023, open until filled

Please send resume and cover letter to:

Janielle Maxwell

JEDI Business Conversion Project Coordinator

jedi-sa@canadianworker.coop

Funded by the Government of
Canada under the Youth
Employment and Skills Strategy

Canada