



CWCF
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CANADIAN
WORKER
CO-OP
FEDERATION

FÉDÉRATION
CANADIENNE DES
COOPÉRATIVES
DE TRAVAIL

Co-Executive Director (Co-ED)

Canadian Worker Co-operative Federation (CWCF)

Full-time | Remote in Canada | Travel required

Start date: Early to mid-June 2026 (goal)

Salary: \$91,000-\$115,000, including 4-6 weeks of vacation, personal leave policy, group comprehensive benefits (majority covered by CWCF), and group retirement plan (shared contribution), remote work, and flexible schedule.

A note on range placement: An individual who has all of the skills identified in the role can expect to be paid at or near the entry level of this range, with some negotiation room based on additional competencies and skills as identified. Salaries will be reviewed at the end of probation and then in alignment with our pay policies.

Some travel is required. Travel for this role is paid for by CWCF. Estimated 3-4 weeks per year (In the past this has included travel to the Co-operatives and Mutuals Canada Conference, CWCF Conference, US Federation of Worker Co-operatives Conference, International Co-operative Alliance Conference, in-person board meetings 1-2 a year, annual in-person staff retreat).

Reports to: CWCF Board of Directors

About CWCF

CWCF is a national organization that supports worker co-operatives across Canada.

Worker co-ops are businesses owned and run by the workers. They are part of a bigger idea: that people deserve fair work, shared power, and a chance to build something together.

CWCF helps worker co-ops start, grow, and stay strong. We also connect co-ops to each other so they can learn together, support each other, and build a stronger movement.

Our work is guided by JEDDI:

Justice, Equity, Decolonization, Diversity, and Inclusion.

This is not just language for us. It is part of how we make decisions, how we build relationships, and who we centre in our work.

About the Role

CWCF is going through a lot of change.

CWCF has had one Executive Director for more than 30 years. This leader has helped shape the organization and the worker co-op movement across Canada. They plan to retire at the end of this year.

CWCF is moving toward a shared leadership model. Our goal is to have **two Co-Executive Directors (Co-EDs)** who work together.

We are hiring **one Co-Executive Director now**. The current Executive Director will also serve in a Co-ED role during 2026 and will support the transition.

A clear note about sustainability

We believe shared leadership is a strong model for CWCF. We also want to be honest: we cannot guarantee that CWCF will be able to keep two Co-ED roles long-term.

Keeping two Co-ED roles will depend on CWCF securing enough funding.

This means the person hired may need to take on a broader set of responsibilities after the current Co-ED retires. That could include parts of both Co-ED roles.

We are looking for someone who can lead with calm, flexibility, and care during a time of change.

What You Will Do

As Co-Executive Director, you will help lead CWCF and support worker co-ops across Canada. Your work will connect directly to CWCF's three-year strategic priorities, in our [2026-2029 Strategic Plan](#).

Your work will include:

Supporting CWCF to stay strong and stable

- Help CWCF plan and manage budgets
- Help CWCF stay financially healthy and ready for the future
- Support strong Co-operative governance and good decision-making
- Help improve systems and ways of working so the team is not stretched too thin
- Oversee and help develop Common Good Capital

Supporting worker co-ops across Canada

- Support staff and partners at CWCF to develop and deliver training, support, and resources to Worker Co-operatives
- Help strengthen programs that support worker co-ops to start, grow, and succeed
- Stay connected to member needs and realities across regions and sectors

Strengthening the worker co-op movement

- Build relationships with members, partners, and allies
- Lead advocacy and public awareness work
- Help CWCF grow its influence in a way that is focused and sustainable

Full job descriptions for the two Co-ED roles are [available here](#).

Justice, Equity, Decolonization, Diversity and Inclusion (JEDDI) and Leadership

CWCF is looking for a leader who understands that justice work is part of leadership work.

This means:

- noticing who is missing from the table and why
- Identifying and removing barriers in programs, hiring, and decision-making
- sharing power and supporting belonging
- building trust across differences
- ensuring that barriers to participation in decision-making are reduced and removed

We know people learn this work over time. We are looking for someone who is committed, accountable, and ready to lead with humility.

Who This Role May Be a Good Fit For

You may be a strong fit if you have experience leading in a co-operative, non-profit, union, community organization, solidarity economy or movement space.

We are looking for someone who can:

- lead through change without creating chaos

- work well with a Board of Directors
- support staff and build trust
- manage many priorities and make clear choices
- communicate clearly and respectfully
- build strong relationships with members and partners
- understand budgets, financial planning and expense management
- stay grounded in values while also being practical

Being bilingual in French and English is a strong asset, but we welcome applications from people who are fluent in one and still learning the other language. CWCF functions primarily in English.

We do **not** require a specific degree. We care most about your experience, your leadership approach, and your ability to learn.

Hiring Process (important)

CWCF is committed to a fair hiring process.

See [this document](#) for the full process from application to hire.

Applicants will be assessed first on their answers to the application questions and the self-assessment. Resumes will be reviewed after shortlisting. We encourage you to answer these questions in a fashion that works best for you e.g. written or video recording.

CWCF will hold **two information sessions** before the posting closes. These sessions are open to anyone interested in applying. If you are unable to make these times and still would like to reach out, please contact Board Co-President Tara Williams at <twilliams@gia.coop>.

Accessibility and Accommodations

We will provide accommodations during the hiring process. This could include:

- extra time for written questions
- different interview formats
- breaks during interviews
- support with technology
- other needs you want to name

If you need accommodations, you do not need to explain your personal situation. You can simply tell us what you need.

Why This Role Matters

This is a rare chance to help lead a national organization during a major transition.

You will help CWCF stay strong, support worker co-ops across Canada, and help build a more fair and democratic economy.

How to Apply

To apply, please submit:

- Your answers to the application questions
- Your self-assessment
- Your resume (CV)

Please apply through this [Application Form](#).

CWCF welcomes applications from Indigenous peoples, Black people, racialized people, women, people with disabilities, LGBTQ2S+ people, newcomers, and others who face barriers to employment.

We also welcome applicants with lived experience of co-op work, community organizing, and movement-building.

Deadline to apply: April 17, 2026. Applications will be reviewed on a rolling basis; early applications are encouraged.

Information sessions: March 24 and March 30, 2026, each date for one hour starting at 4pm PT/ 5pm MT/ 6pm CT/ 7pm ET/ 8pm AT and 8:30pm NL

[Register here](#) for the information session.

Interviews: Will be held in early May.

Start date goal: Early to mid-June 2026 (goal)

Date of next in-person board meeting: October 2026; exact dates to be determined.