



The Position

ACCA is seeking a Director of Co-operative Development with a strong background in the development, governance, management and/or promotion of the co-operative business model who has a creative vision for the future of co-op development in Alberta. The position is funded under the federal Co-op Development Advisory Services (CDI-AS) program as part of CDI's "Prairie Hub" (AB, SK and MB). The program in Alberta consists of promotion & awareness activities, provision of resources and support for newly forming co-op groups, and aftercare with existing co-ops.

The Director of Co-op Development is responsible for administering the program and implementing the program activities on an ongoing basis. The position is part-time, beginning August 4, 2008 until March 31, 2009 (with the potential for an additional four years), on a contract basis. The fee for this position is \$27,500 for the 8-month contract. A detailed Job Description is available below.

The Organization

The mission of the Alberta Community & Co-operative Association (ACCA) is to strengthen Alberta communities through co-operative and agricultural awareness, training and development.

ACCA serves co-operatives, credit unions and agricultural organizations by providing co-op development resources, youth and adult education, rural development, administrative services, conference coordination and financial management.

The ACCA objectives include:

- To foster a healthy and vibrant co-operative sector,
- To provide a means for co-operatives to associate and network with other co-operatives,
- To promote the co-operative model,
- To support the development of strong Alberta communities through co-operation,
- To foster the development of community leaders through education,
- To provide youth education and leadership, and
- To foster a healthy agriculture sector through co-operation and education.

ACCA has 20 members, both co-operatives and non-co-ops and is governed by a 12-member Board.

Requirements

1. A strong background in the management or governance of a co-operative.

This could, for example, consist of the following:

- serving on the board of directors of a co-operative
- facilitating workshops on management or governance issues to members of a co-operative
- providing consulting services or administrative support to a co-operative on a long-term basis and/or
- providing technical assistance to a developing or existing co-operative group.

2. Skills:

- grant writing and/or fundraising
- excellent written and oral communication
- preparation of visually appealing and persuasive resource and marketing materials
- demonstrated ability to identify the needs of a group and to facilitate a plan to address those needs
- event planning and organizing
- report writing skills
- ability to work independently, either from the ACCA office in Stony Plain or through a home office. If working from a home office, the candidate must demonstrate that capacity exists to operate as a professional consultant.
- proficient in Office suite software (Word, PowerPoint, Publisher, Excel)

3. Education

Preference will be given to candidates with advanced degrees in community economic development, social sciences, business management or any other applicable field.

Job Description

Field incoming inquiries regarding co-op development by email or phone - usually results in providing resource info, including web sites (ACCA & Co-op Zone are primary resources) and suggesting an outreach session for the developing group.

Hold outreach sessions with developing groups. This is critical to the success of the group as it will launch them in the right direction for co-op development. The PowerPoint presentation needs to be customized for each group, depending on their interests, current level of knowledge and capacity, and the type of co-op they are planning. Encourage them to work with a Co-op Developer to generate a Feasibility Study.

Follow up with groups by email to summarize the next steps they need to follow and to provide resources to support these steps. Advise a Co-op Developer that the group may be in contact and provide some background

on the group.
Track progress of the group through subsequent emails. Advise the group of opportunities that may be of interest to them such as grant programs, learning events, etc.
Deliver presentations on co-op development as requested by other organizations (e.g., learning events, etc.)
Identify needs and trends in co-op development , both provincially, nationally and internationally, assess their suitability for ACCA's program and follow up with program proposals, grant applications, etc., where applicable.
Advocacy - meet with government MLAs and senior staff to promote ACCA's co-op development activities
New programs and projects - follow trends and activities locally and nationally to determine if ACCA can provide support or develop new programs and projects to further develop these trends
Special projects/activities - providing information, resources and support for special projects such as Ag-CDI and programs and requests originating from other organizations such as CCA
Organize ACCA's Breakfast Forum on Co-op Development - develop the theme for the event - prepare sponsor letters - prepare speaker request letters - liaise with speakers to co-ordinate substance of their presentation and to arrange logistics for their trip - prepare promotional flyer and registration form
Prepare Board reports on co-op development activity. Attend Board meetings to give verbal report. Attend annual strategic planning session.
Prepare monthly newsletter items on co-op development news and events
Prepare quarterly CDI reports and the annual CDI application for Prairie Hub
AGM support - prepare Co-op Development report for the AGM and attend the event
Merit Award - provide support to the Committee and update Merit Award application materials
ACCA's Co-op Development grants - prepare promotional materials for the grant, update the application, vet incoming applications and prepare a summary for the Committee, prepare letters to inform applicants of the outcome of the Committee's decision
Co-op Development Resource materials - revise, update and prepare new materials for support of developing co-operatives. Send any new resources developed to CoopZone website.
Website - ensure Co-op Resources section of the website is current.
Grant applications - prepare grant applications for new co-op development projects (may already be in place); request grant reports at end of March 31
Liaise/network with other organizations - maintain network connections with various government and CED and co-op organizations provincially and nationally
Member recruitment - provide support for ACCA's member recruitment activities. Potential exists for recruiting new members through co-op outreach activities and granting programs.
Conferences/learning events/meetings etc. - attending local, provincial and national events on behalf of ACCA
Member Directory - update Directory for AGM, web site and periodical newsletter profiles (allow at least one month for update)

To apply

Send a covering letter, indicating how your background meets our requirements, along with a resume outlining your co-operative and related experience, along with your educational background, to:

Michele Aasgard
Executive Director
Alberta Community & Co-operative Association
#104, 5013 - 48 Street
Stony Plain AB
T7Z 1L8

Closing Date: July 15, 2008

Resources

ACCA's website: www.acca.coop

CDI-AS program: (<http://www.coopscanada.coop/aboutcca/projects/coopdevinitiative/>)

Co-op developer and resource site: www.coopzone.coop

ACCA would like to thank all applicants in advance for their interest however, only those applicants selected for an interview will be contacted.