



Ontario Co-operative Association

**JOB DESCRIPTION:**

**Co-operative Development + Public Affairs Intern**

**GENERAL DESCRIPTION:**

Work with both the Public Affairs Manager and the Co-op Development Manager to assist them in the planning and implementation of key shared activities for both areas, including public outreach, education and support to stakeholders in the government and the co-op sector.

**DETAILED DESCRIPTION:**

An exciting and challenging intern position with the Ontario Co-operative Association, working on activities that jointly impact our government relations and co-op development portfolios. The intern will participate in the planning and implementation of a number of public outreach activities that involve both government officials as well as new and emerging co-operatives. The development of and participation in educational workshops and presentations centered around informing people about the co-operative model will be a key component of this position and will help develop skills in the areas of business/co-op development, government policies and processes and client service and relationship building.

**KEY RESPONSIBILITY AREAS:**

**Co-op Development**

1. Participates in and provides administrative support for public outreach programs involving co-op development, including:
  - Regional meetings associated with co-op related education to staff in organizations such as credit unions, community futures development corporations, business enterprise and advisory centres.
  - Meetings and workshops on co-op development topics
  - Tracking and evaluating development inquiries and grantees
2. Providing support for On Co-op's consulting services.

**Public Affairs**

1. Participates in and provides administrative support public affairs activities, including:
  - Providing support for the co-op champions program by identifying potential representatives in each riding that can assist with On Co-op's government relations efforts.
  - Assisting in the planning and implementation of meetings with government officials, including the preparation of relevant material.
2. Assist in the identification and articulation of co-op sector successes, opportunities, challenges and barriers for use in government relations work (as well as co-op development)

**Staff Team**

1. Supports and promotes a strong staff team culture and participates in all staff meetings, retreats and seminars.
2. Responds to requests for information about On Co-op's co-op development services and public affairs activities as required.

**Qualifications:**

1. Education and/or experience with the co-op model and the co-operative sector in Ontario a strong asset.
2. Post-secondary education (or equivalent) in business development, policy or public administration or education.
3. Excellent communication and interpersonal skills, including both writing and editing as well as presentation and verbal skills
4. Skills in planning, communications and problem solving
5. Ability to work both in a team environment and independently.

**Timeline:** 35 hours per week for 26 weeks

**Attire:** Mostly business casual, with occasional business dress required for meetings and presentations

**Hours:** 8:30am-4:30pm or 9am-5pm

**Ontario Co-operative Association  
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