

PART-TIME JUNIOR PROJECT OFFICER (Volunteer)

One-to-two days per week (April-June, June-August, September-November)

ABOUT TRADE FACILITATION OFFICE (TFO CANADA)

TFO Canada's mandate is to confront the challenge of global poverty by promoting sustainable economic development through export information, advice and contact; TFO does this by facilitating access to the Canadian marketplace and sharing Canadian trade expertise for the benefit of smaller exporters in developing countries.

For three decades, TFO Canada, a non-profit organization, has been the primary Canadian provider of trade development services for exporters in developing and transition countries. Our trade experts help to strengthen the capacity of:

- **Small and medium-sized businesses**, so that they can effectively participate in the Canadian and other global markets;
- **Trade support institutions** so that they can offer enhanced services to their exporters; and
- **Governments** so that they can promote trade and attract foreign investment.

TFO executes its projects through a network associates and a team of Project Managers and one Project Officer, whose work is overseen by our Director of Programs.

ABOUT THE POSITION

TFO Canada regularly engages interns on a volunteer basis to assist in their career and skills development and allow them to make a contribution to international development and poverty reduction through the unique private sector development work undertaken by this thirty-year old non-profit organization. This position may be of interest to young graduates or to new Canadians seeking relevant office, research and project experience in a dynamic, professional and friendly environment.

The **Part-Time Intern** will report directly to the Office Manager but will work with nearly all members of TFO Canada's small team of Project Managers and Officers on the execution of projects within TFO's current trade capacity building program funded by the Canadian International Development Agency (CIDA), and other similar programs or projects that TFO may be implementing at the time of the placement. Responsibilities in that regard may include:

- Support the Project Officer and Project Managers to follow-up (gather information on results achieved) through contact and online surveys with exporters (using Survey Monkey), trade support organizations and buyers;
- Update TFO website content and improve presentation of publications (e.g. Free Trade Agreement guide for exporters);
- Research information on Canadian importers including subscribers to TFO Canada's trade information service;
- Updating TFO Canada's database of Canadian importers;
- Improve and develop PowerPoint presentations with updated information (including updated charts and tables);
- Organize and centralize photo and presentation bank for improved access and use by TFO staff;
- Assist with logistical aspects of trade events taking place during the internship period.

REQUIREMENTS

- Business related degree or diploma (in progress or completed)
- Good English communication skills; preferably a second language (French or Spanish)
- Good computer applications skills, particularly Microsoft Word and Excel as well as Outlook
- Some experience working with or in developing countries preferred

APPLICATIONS

Interested candidates should send a CV and a covering letter explaining their interest and suitability for the position to tfohr@tfoCanada.ca.

TFO Canada will provide a monthly bus pass for anyone volunteering in this role for at least eight days per month.