

About the Community Forward Fund Assistance Corp

Community Forward Fund Assistance Corp (CFFAC) was established in 2011 and is a registered, non-profit fund manager. CFFAC helps non-profits, charities and co-operative enterprises across Canada to grow, innovate and succeed by providing affordable and flexible financing. CFFAC currently manages two impact funds:

- 1) The Community Forward Fund (CFF) is an \$11 million fund that was established in 2012 and provides financing opportunities to non-profits, charities and social enterprises across Canada. The Fund is sector agnostic and aims to promote lasting community benefit in Canadian communities. To date, CFF has funded over \$16 million in loans to over 45 Canadian non-profits and charities across 7 sectors and 8 provinces.
- 2) The Canadian Co-operative Investment Fund (CCIF) is a \$25 million fund that was established in 2018 in order to invest in and lend to co-operatives that are having positive impacts in their communities across Canada. across Canada that are creating positive impact in their communities. CCIF is sector agnostic and aims to promote lasting community benefit in Canadian communities. To date, CCIF has funded over \$600,000 in loans to 4 Canadian co-operatives across 4 sectors and 3 provinces; the Fund has approved an additional \$1.5 million in loans.

CFFAC is part of the New Market Funds (NMF) platform which includes the NMF Rental Housing Fund and New Commons Development. The Summer Associate will have the opportunity to be exposed to both the community lending work as well as the affordable housing work.

Job Description

The Summer Associate will work directly with the CFFAC lending team assisting with active financing projects, marketing and communication strategies and other administrative responsibilities. The Summer Associate opportunity will provide quality work experience on both national and local projects that enhance the lives of both urban and rural communities. The Summer Associate will also have exposure to housing projects that focus on the lives of inner-city residents in the area of housing and the work being done to increase the supply of affordable housing and helping small businesses to become more innovative, competitive and successful. The Summer Associate will develop and improve real-world skills required in today's labour market.

The Community Forward Fund Assistance Corp is seeking **two Summer Associates**, one to work out of its Toronto office and the other to work out of its Vancouver office, on the following projects:

- The Summer Associate will support the successful operations of CFFAC through administration, marketing, communications, finance and impact measurement support.
- The Summer Associate will assist the CFO, Director of Community Lending and Operations Manager in streamlining the operations for its work around filling the financing gap for Canadian non-profits, charities and co-operative enterprises.
- The Summer Associate will assist with the following tasks, among others as needed:
 - **Loan Administration**
 - New credit application write-ups – supporting the development of new credit application write-ups that are presented to an Investment Committee for loan adjudication
 - Scanning and organizing loan documentation to improve day-to-day efficiencies
 - Creating an innovative, automated and user-friendly process for borrowers to complete annual compliance requirements online; linking this process into existing Salesforce records
 - **Communications**
 - Analyzing current trends in communications and marketing, assessing and updating CFFAC's current approach to communication and marketing and implementing approved changes and new ideas
 - Creating templates and posts for social media, newsletters and other outward-facing mediums
 - **Impact Measurement & Management**
 - Compiling and analyzing impact data collected from current borrowers
 - Create ways to visualize and present impact data on investor statements and annual reporting
 - **Fund Administration & Automation**
 - Create Excel (VBA)-based statements that print automatically for generating investor statements, capital call statements and audit confirmations
 - Integrating current investor reporting charts and tables with the loan database to create automated and real-time reporting
 - Create valuation templates for investment funds
 - **General Administration**
 - Supporting the CFFAC team by providing general administration and analysis duties such as filing, organizing, researching, drafting, and other administrative activities that could be expected in an office

Supervision and Mentoring Plan

The Summer Associate will receive on-site orientation and training about the company and work responsibilities. The Summer Associate will have a dedicated workspace upon starting the summer job and ongoing training throughout the summer on an as-needed basis. The Summer Associate will be supervised on-site by the Operations Manager and will have the choice of a mentor from one member of the team. The Supervisor will work closely with the Summer Associate on a daily basis to ensure that project responsibilities are clear, reasonable and remain interesting for the Summer Associate. The Summer Associate will gain skills, work experience and abilities required to successfully transition into the labour market. The Summer Associate will have opportunities to attend networking events and shadow team members doing work that is of interest to them. The Summer Associate will be incorporated into regular team meetings, discussions and social activities; regular opportunities will exist to work with others and collaborate as a team. At the end of the project, the Supervisor will conduct a formal performance evaluation with the Summer Associate and will provide him/her with a written assessment.

The CFFAC Team includes mentors that have decades of experience in finance, business banking, impact fund development and deal structuring. The Mentor and the Supervisor will have weekly one-on-one meetings with the Summer Associate to check in on progress, receive feedback and adjust the roles and responsibilities to ensure they are focused on the Summer Associate's career-development goals. The Mentor will ensure that the Summer Associate is learning and progressing in their career and developing applicable real-world skills like problem-solving, decision-making and time and project management. Mentorship will focus on marketable skills for the labour market such as teamwork, leadership, effective communication, digital skills and other skills that are specific to the industry. The Mentor and other team members will be available at all times during the duration of the summer job to provide career advice, shadowing, coffee chats and networking assistance.

Health, Safety & Inclusivity

During the initial orientation, the Summer Associate will meet the office space manager and will be briefed on all procedures including emergency protocols and guidelines for promoting a safe, inclusive and healthy co-working space and facilities. The Summer Associate will have a strong network of support in the office space for the duration of his/her time with the company, including both the CFFAC team and the other members of the shared co-working space where CFFAC is based. The Summer Associate will participate in regular emergency drills together with the rest of the team and office colleagues. The Summer Associate will have access to and be briefed on the company's policies that prohibit discrimination and harassment as well as procedures for if an incident occurs. The Summer Associate will learn about the company's guiding principles and will experience how each member of the team lives and embodies those principles to create a supportive, collaborative environment that promotes learning and innovation.

Field of Studies

There are many fields of academic studies that might apply to a Summer Associate seeking to work with CFFAC, including:

- Economics
- Finance
- Accounting
- Social Enterprise & Entrepreneurship
- Social Impact
- Political Science
- Communications
- Marketing

How to Apply

As with all of its hires, CFFAC will seek to hire a Summer Associate who can further diversify its own team. This position will be compensated at \$20CAD per hour for a regular work week of 30-40 hours for a period of between 6 and 16 consecutive weeks. Specific start and end dates are flexible. Students must be eligible as per the Canada Summer Jobs eligibility requirements.

If this job description sounds like a good match with your skills and experience, please send your cover letter and resume to cpellegrini@communityforwardfund.ca with the subject line "CFFAC Summer Associate Application – [Toronto or Vancouver]." Please indicate your preferred start and end dates in your application. **The deadline to apply is March 15, 2019.**