

Employment Opportunity

Title: **Program Officer-1, Canadian Program, Equitas**
Location: Montreal, Quebec, Canada
Status: Full-time contract: Parental leave replacement from September 2011 to December 2012

Application deadline: July 31st, 2011
Starting Date: End of September, 2011

Equitas – International Centre for Human Rights Education, is a non-profit organization based in Montreal, that advances equality, social justice and respect for human dignity through innovative education programs globally. In Canada, Equitas works with more than 100 community-based partners nationally to promote respect for diversity, children's rights and participation through its *Play it Fair!* and *Speaking Rights* programs. For more information on Equitas programs visit www.equitas.org

Equitas is currently seeking a full-time **Program Officer-1** to support the implementation of its human rights education activities in Canada, including its *Play it Fair!* and *Speaking Rights* programs. The successful candidate will collaborate as part of the Canadian Program Team and will report to the Senior Program Officer, Canada.

Core Responsibilities:

- Takes the lead in planning and implementation of assigned program activities, including coordinating human rights education training sessions, workshops, and community events;
- Contributes to the development of the overall program strategy and annual plan;
- Drafts funding reports and maintains relationships with funders as assigned;
- Maintains program-related electronic and paper files and updates program calendars and databases;
- Provides logistical support to all Canadian Program activities including travel logistics, and managing printing and distribution of education resources;
- Collaborates closely with other Equitas staff and supervises interns, volunteers, and outside consultants as required;
- Conducts follow-up and evaluation activities with Canadian Program partners nationally;
- Assists with the development of promotional items;
- Maintains media relations and updates Canadian program pages on the Equitas website;
- Performs other duties as determined in consultation with the Senior Program Officer, Canada.

Qualifications

- An interest in working as part of a small and creative team.
- Strong analytical skills, the ability to problem solve and to think and act independently.
- Minimum of 2 years demonstrated experience in project management and project/program development in the NGO or social sector.
- Proven knowledge, understanding and programming experience of human rights, human rights education, and social justice issues in Canada. Experience working with programming for children or youth is an asset.
- The ability to work on multiple projects simultaneously – proven time management and organizational skills.
- Strong writing skills.
- Experience working in a cross-cultural setting and with program partners as part of a network. Tact, diplomacy and discretion
- Strong computer and data management skills.
- Experience in InDesign or other text design programs is an asset.

Language Requirements

- Ability to communicate orally and read and understand documents in both English and French, and excellent writing skills in at least one of these.

Other considerations

- Commitment to Equitas' mission and values
- Ability to travel up to 3 to 4 times a year for periods varying between 1 day and 1 week
- Ability to work well in a team
- Availability to work flexible hours during program activities

Applicants must have the right to work in Canada. Equitas supports employment practices that promote diversity and respect human rights and offers a competitive salary and benefits for a program position in the NGO sector.

Please direct your cover letter and resume by **July 31, 2011** to:

Ms. Laura Butler

Equitas – International Centre for Human Rights Education
666 Sherbrooke St. West, suite 1100
Montreal, Québec
H3A 1E7
E-mail to lbutler@equitas.org

Equitas thanks all applicants for their interest; however, only applicants under consideration will be contacted.