

Employment Opportunity

Title: **Program Officer I**
Organization: **Equitas – International Centre for Human Rights Education**
Location: Vancouver, Canada
Status: Full time – 35 hours/ per week (One year maternity leave replacement)

Application deadline: Wednesday, November 23rd, 2016

Start date: January 12, 2017, *interviews will be held December 15- 20, 2016*
Salary range: Salary range: \$40,000 - \$45,000 + benefits

Equitas – International Centre for Human Rights Education (www.equitas.org) is seeking a **Program Officer I** to assist with the implementation of its human rights education programs in British Columbia. Depending on organizational requirements, the successful candidate may also be required to work on Equitas' National Programs within Canada.

Reporting to the Regional Program Officer in BC, the Program Officer I will be responsible for:

Responsibilities:

- Coordinating and assisting with the implementation of human rights education activities (e.g. local trainings, public events, National Child Day activities, Surrey Kids Conference, Pre-teen Conferences) in BC
- Contributing to the design of training curriculums and delivering 'training of trainers' for Equitas' partners in BC
- Supporting Equitas' partners who work with children and youth in BC (including coaching of children and youth-led community action projects)
- Contributing to Equitas communications in BC (including drafting e-newsletters, preparing social media posts, graphic design of promotional documents)
- Collecting data for funding reports and contributing to fundraising, and funder relations
- Coordinating printing of education resources and promotional items
- Database management (updating and maintaining files)
- Actively participating in Equitas' activities
- Other tasks as assigned

Qualifications

Skills and experience:

- 1-2 years proven experience in project management: excellent planning and organizational skills
- Experience in education (e.g. curriculum design of education materials and training)
- Facilitation skills and experience working with community organizations and/or schools delivering programs for children and youth
- Knowledge of human rights education and/or social justice issues in BC and Canada is an asset

- Experience in partnership development and experience working in the NGO sector are assets
- Excellent communication and writing skills in English
- Analytical skills and the ability to act independently
- Ability to do multiple tasks at the same time in a fast paced environment
- Ability to work as part of a small team in a cross-cultural environment with a diversity of partners
- Enthusiasm, tact and adaptability
- Strong skills in information management (Microsoft Word, Excel, Powerpoint, Outlook; experience in InDesign is an asset)

Other Considerations

- Commitment to Equitas' mission and values
- **Applicants must have the right to work in Canada**

For further information about Equitas consult our website at www.equitas.org. Equitas supports employment practices that promote diversity and respect of human rights and offers a competitive salary and benefits for a program position in the NGO sector.

Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

Please **send 1 attachment** (cover letter and C.V.) with **your name and PO1 Equitas BC** in the subject line by

Wednesday, November 23rd, 2016 to:

Ms. Pego Brennan, Equitas

MBrennan@equitas.org