

Employment Opportunity

Title: **Program Officer – Level 2 (PO2)**
Organization: **Equitas – International Centre for Human Rights Education**
Location: **Montreal, Canada**
Status: **Full time, 12 month contract – 35 hours/per week**

Application deadline: Friday, April 21st, 2017

Start date: **May, 2017**
Salary range: **Salary range: \$48,000 – \$52,000 (commensurate with experience) + benefits**

Equitas – International Centre for Human Rights Education (www.equitas.org) is seeking a **Program Officer - level 2 (PO2)** to lead implementation of its human rights education programs with children and youth in Quebec and across Canada.

Reporting to the Associate Director of Programs (Canada), the **Program Officer 2 will be responsible for:**

- leading program strategy and overseeing the implementation, administration, financial management, and evaluation of the programs under his/her responsibility with the project team
- developing and maintaining relationships with funders and with key partners and stakeholders
- contributing to the development of Equitas' program strategy in Canada
- contributing actively to communications related to the Canadian program and knowledge building and sharing activities (KBS)
- collaborating closely with other members of the project team, staff from the Equitas Program, Education and Finance and Administration Units, as well as with interns, volunteers, outside consultants, and partners
- other duties as determined in consultation with the Associate Director of Programs

Qualifications

Skills and experience:

- 3-5 years demonstrated experience in project management: excellent planning, budgeting and organizational skills
- Proven experience developing project proposals, securing funds and managing relationships with donor agencies
- 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 Quebec and Canada

- Experience in partnership development and experience working in the NGO sector, experience at a national level is an asset
- Excellent communication and writing skills in French and 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)

Language Requirements: fluently bilingual in French and English

Other Considerations

- Commitment to Equitas' mission and values
- Ability to travel up to 4 to 6 times a year for an average of 4-5 days at a time
- **Applicants must have the right to work in Canada**

For further information about Equitas consult our website at www.equitas.org. Equitas is committed to employment equity and encourages applications from Indigenous peoples, visible minorities, people with disabilities, and people of all sexual orientations and gender identities. Equitas 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 PO2 Canada** in the subject line by **Friday, April 21, 2017** to:

Anne-Sarah Côté
ascote@equitas.org