



Employment Opportunity

Title:	Program Officer – Level I, Advancing Equality through Human Rights Education (PO 1 – AEHRE)
Organization:	Equitas – International center for human rights education
Location:	Montreal, Canada
Status:	Full time, 12-month contract, with possibility of renewal 35 hours/per week

Application deadline: February 20, 2020

Start date: March, 2020

Summary

Are you motivated by challenges? Are you passionate about human rights and interested in supporting Equitas with our programming Advancing Equality through Human Rights Education (AEHRE)? Do you have proven experience in project management? If so, Equitas has an exciting opportunity for you.

Based in Montreal, Equitas is Canada's most established and active human rights education organization. After recently celebrating 50 years of success in 2017, Equitas continues to deliver innovative human rights education programs to advance equality, inclusion, respect for human dignity, and social change in Canada and around the world.

Under the responsibility of the Program Management Officer (PMO), and working in close collaboration with other members of the Advancing Equality through Human Rights Education (AEHRE) project teams, **the Program Officer I** supports the planning, development, implementation, monitoring, evaluation and reporting of program activities.

The Program Officer I will support the implementation of the AEHRE program, aimed at promoting women's leadership, capacity building of civil society organizations and the creation of spaces for dialogue among duty-bearers. This program is implemented at the international level and in five target countries: Burkina Faso, Haiti, Kenya, Senegal and Tanzania.

The PO1 - AEHRE is a member of the Program Unit and the AEHRE team, and works closely with the PMO, the Monitoring, Evaluation and Reporting Advisor, the Program Officer I - Finance, as well as other Equitas Program Unit, Education, Finance and Administration staff.

Tasks and main responsibilities

- Ensure logistics for the organization and preparation of field missions (mission orders, purchase of airline tickets, reservations, expense account);
- Support the logistical organization of project activities in collaboration with project teams and partners in the region, including regional and national meetings, training sessions and other project activities (team travel and accommodation, schedules, materials, etc.);
- Support project teams in the preparation of financial reports, including the verification of financial reports submitted by local partners;



- Support the planning, organization and reporting of AEHRE project meetings;
- Carry out the translation of project documents (English > French and French > English);
- Contribute to the preparation and follow-up of narrative reports on the activities implemented;
- Support evaluations and reporting associated with project activities;
- Participate in the entry, processing and analysis of project data;
- Support the project teams in the proper use of the Salesforce platform;
- Support teams in the development and implementation of monitoring and evaluation tools;
- Support the development and implementation of the fundraising strategy for the project;
- Contribute to Equitas' communications by preparing social media and website messages and promotional materials;
- Support the planning, organization and reporting of Equitas Program Unit meetings;
- Support the planning, organization and reporting to the Board Program Committee (BPC) meetings of the Board of Directors, as required.

Qualifications

Skills and experience

- University degree in administration, project management, international development, social or political sciences, education or any other relevant field;
- 2 to 3 years of proven experience in project administration, including excellent management and organizational skills;
- Experience working with organizations offering programs for women and youth is an asset; Experience working in the NGO sector is also an asset;
- Analytical skills and ability to work independently;
- Good ability to conduct simple research and maintain databases and records;
- Good organizational, planning and scheduling skills and ability to meet deadlines;
- Ability to work on several tasks at the same time;
- Ability to work as part of a small team in a cross-cultural environment with a diversity of partners;
- A high level of integrity, tact and discretion. Enthusiasm and adaptability;
- Computer literacy, including word processing, data management, use of MS Office suite (Microsoft Word, Excel, PowerPoint, Outlook); knowledge of Salesforce is an asset;
- Knowledge of InDesign is an asset.

Other considerations

- Commitment to Equitas' mission and values;
- Ability to work well in a team setting;
- Someone who will bring, enthusiasm, dynamism and innovation to Equitas;
- Availability to work flexible hours depending on project activities;
- **Candidates must be able to work in Canada.**



Language requirements

- Ability to communicate orally, read and understand documents produced in both of Canada's official languages (French and English), and excellent writing skills in one of the two languages (French or English).

For further information about Equitas please 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 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 Program Officer – Level I – AEHRE** in the subject line by **February 20, 2020** to:

Catalina Lomanto : requitas@equitas.org