

Employment Opportunity

Title: **Senior Program Officer (level 3) - PO3**
Organization: **Equitas – International Centre for Human Rights Education**
Location: Montreal, Canada
Status: Full time, contract for the duration of the project, ending on May 31, 2027
35 hours/per week

Application deadline: August 14th, 2020 at 12 p.m.

Start date: September, 2020

Summary

Are you passionate about human rights and social justice? Are you interested in coordinate the development of grant-making tools and processes of the *Act Together for Inclusion Fund*? Do you have a proven experience in project management in the social sector? Do you have a solid understanding of the human rights-based approach? If so, Equitas has an exciting opportunity for you.

Equitas is Canada's most recognized and active human rights education organization. We work for the advancement of equality, social justice and respect for human dignity through transformative education programs. We empower people to address inequalities and discrimination, and to work to build more inclusive and rights-respecting communities.

Equitas is seeking a **Senior Program Officer** who cares deeply about human rights, equality and inclusion and has work experience in non-profit (or foundations) project management, funding and administration. Reporting to the Fund Director Act Together for Inclusion Fund (ACTIF), the **Senior Program Officer** is a professional with excellent organizational skills, well-developed attention to detail and experience in working and managing partnerships with grassroots organizations engaged in development and social justice work. The **Senior Program Officer** will coordinate the development of grant-making tools and processes and will lead the initial review of proposals to the Fund. She/he will ensure a sound communication with the funder and will be the main point of contact with Canadian Fund recipients.

Background *Act Together for Inclusion Fund*

The *Act Together for Inclusion Fund* (ACTIF) has been established to enhance the respect, protection and fulfillment of the human rights of, and socio-economic outcomes for lesbian, gay, bi-sexual, trans, queer, two-spirited and intersex (LGBTQ2I) persons in countries eligible for overseas development assistance (ODA). Implementation of ACTIF will be guided by principles of intersectionality, inclusion, indivisibility of human rights, and 'do not harm.' ACTIF will be managed by Equitas in collaboration with Dignity Network Canada. The project is funded by Global Affairs Canada (GAC).

Main responsibilities

- Coordinate the development of call for proposal tools, processes and communications;
- Responsible to lead the review of project proposals, to assess whether basic eligibility criteria have been met, and prepare documentation to be shared with the selection committee;
- Responsible for the day-to-day management of grants provided to Fund recipients ;
- Provide guidance and support to Canadian Fund recipients on project management, including on monitoring, evaluation and reporting of project results and activities, financial management, and in developing an understanding of funder requirements and expectations;
- Ensure that performance indicators and targets are being met and remain relevant and in accordance with the project design and work plan;
- Ensure timely submission and quality of reports both externally (to funder) and internally (to ACTIF Director);
- Dialogue directly with funder representatives on contract management aspects and maintain a dialogue with the donor on program implementation approaches, progress and challenges;
- Undertake monitoring visits with Canadian Fund recipients and/or to international project locations, as required;
- Manage the planning, organization, and delivery of the capacity-building activities implemented as part of the ACTIF project, in collaboration with the ACTIF team at Equitas and the Dignity Network Canada;
- Support the development and implementation of the communication strategy and plan for the ACTIF project, in collaboration with the ACTIF team, the Equitas communications team and the Dignity Network Canada (including annual reports, newsletters, social media, website, etc);
- Support efforts to document project results and lessons learned;
- Represent Equitas at conferences, workshops, forums, communities of practice, etc. as required.

Qualifications

- Commitment to the stated objectives and principles of the Fund as well as Equitas' values;
- Minimum 5 years' proven experience in program/project management in the NGO or social sector;
- Excellent administration and organizational skills, including the ability to prioritize tasks and handle multiple initiatives under tight deadlines;
- Excellent interpersonal skills and demonstrated capacities to work in partnership with diverse set of stakeholders in Canada and internationally;
- Experience working in a grant-making or funding organization a strong asset;
- Experience working and managing partnerships with grassroots organizations engaged in development and social justice work (in Canada and/or abroad), in particular those working with marginalized communities a strong asset;

- Solid understanding of the human rights-based approach, and gender equality and result-based management principles;
- Enthusiasm and adaptability;
- Proficiency in the use of computers, including word processing, database, knowledge of Salesforce considered an asset.

Language requirements

- Working proficiency in both of Canada's official languages (English and French) and excellent writing skills in English;
- Skills in other languages is an asset.

Other considerations

- Availability to travel in Canada and/or internationally several times a year;
- Candidates must be eligible 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 living 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 **Senior Program Officer** in the subject line by **August 14th at 12 p.m.** to:

Catalina Lomanto
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