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### Employment opportunity

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Title:	<b>Program Officer, Level 2 - Online Training for Human Rights Educators and IH RTP</b>
Organization:	Equitas – International Center for Human Rights Education
Location:	Montréal, Canada ; Remote working
Status:	Full-time 35 hours/per week, 12-month contract, April 2021 to April 2022 (maternity leave replacement)
Application deadline:	March, 17, 2021 at noon
Start date:	April 2021

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Are you passionate about human rights? Are you interested in being part of the organization of training programs for human rights educators around the world? Do you want to help strengthen our network of over 5,000 human rights defenders? Are you organized and independent? If so, Equitas offers you a great opportunity.

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. The **International Human Rights Training Program (IH RTP)**, which has been held annually for more than 40 years, is a unique training program in the world, specifically dedicated to empowering human rights educators. Due to the pandemic, the team is currently working on the development of **a new transformative, participatory and innovative virtual programming offer**, the first edition of which will take place in the fall of 2021. The two training programs mentioned above are complementary and are part of the *Advancing Equality through Human Rights Education (AEHRE)* program, which aims to promote gender equality by strengthening local leadership, building the capacity of civil society organizations and creating spaces for dialogue among decision-makers for the realization of human rights.

Equitas is seeking a **Level 2 Program Officer, IH RTP and E-Learning**, who is motivated, passionate about human rights, equality and inclusion and has experience in project management. She or he will play a key role in the development and implementation of online programming and in the preparation of the next IH RTP session scheduled for June 2022 in Montreal. Reporting to the Director of Programs and collaborating with the education team, the **Level 2 Program Officer** plays a key role in program development and coordination. She or he will also support the implementation of human rights education projects carried out in collaboration with Quebec international solidarity organizations.

## **Tasks and Main Responsibilities**

- Contribute to the maintenance and development of partnerships as well as the strategic positioning of the program
- Support the development and implementation of the funding strategy and the good relations with donors.
- Ensure sound financial management of programs in collaboration with the finance team.
- Coordinate the recruitment, training and mentoring of interns and volunteers
- Contribute to the implementation of human rights education projects carried out in collaboration with Quebec international solidarity organizations.
- If necessary, support the planning or implementation of other human rights education projects within Equitas.
- Participate actively in organizational activities

### **Tasks related to the virtual training program**

- Support the development of the new online training program and coordinate its implementation in the fall of 2021.
- Organize the selection process for e-learning candidates and ensure an overall balance in the composition of the 2021 cohort of participants.
- Support selected candidates in preparing for their participation (technical support, fundraising, etc.).
- Contribute to the evaluation process of the first edition of the online training.

### **Tasks related to the International Human Rights Training Program**

- Ensure the planning of the next edition of the International Human Rights Training Program (IH RTP) scheduled for June 2022.
- Ensure communications with candidates accepted into the Program and complete the selection of participants for the IH RTP 2022.
- Manage relations with various stakeholders for the organization of the IH RTP 2022 (travel agencies, embassies, service providers, etc.).

## **Qualifications**

### **Required experience**

- Experience in project management and administration in the field of NGOs or in the social sector
- Experience in managing partnerships, collaborations and donor relations
- Experience in coaching staff, interns and volunteers
- Experience in the fields of human rights, human rights education or social justice in Canada or abroad
- Experience working in a multicultural environment or with overseas partners
- Experience with online spaces and videoconferencing software (Moodle, Zoom, etc.)
- Experience in the organization, coordination or animation of virtual events is an asset.

### **Required skills**

- High planning and organizational capacity
- Ability to multi-task and manage multiple priorities, work under pressure, handle a large volume of written communications
- Analytical skills and ability to think and act independently
- Ability to work well in a team

- Interpersonal skills: tact, diplomacy, communication, patience, leadership
- Strong information management skills (Microsoft Word, Excel, and Outlook)
- Basic knowledge of human rights defenders' security, including digital security
- Familiarity with the Salesforce database is an asset; otherwise, interest and ease in taking ownership of a new technology environment and solving problems.

#### **Languages**

- Excellent oral communication skills, reading and understanding of documents produced in both of Canada's official languages (English and French); this position requires the ability to communicate both orally and in writing in both languages on a daily basis. Excellent writing skills are required in at least one of the two languages.

#### **Other considerations**

- Commitment to Equitas' Mission and Values
- Knowledge of other languages an asset
- Possibility of teleworking
- Applicants must be eligible to work in Canada.

For further information about Equitas consult our website at [www.equitas.org](http://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 and expressions. 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 2, IH RTP in the subject line by March 17, 2021 at noon, to:

**[rhequitas@equitas.org](mailto:rhequitas@equitas.org)**