

Employment opportunity

Title: **Project Logistics Coordinator (2 positions)**
Organization: **Equitas – International Centre for Human Rights Education**
Location: Montreal, Canada and remote work

Status: Full time, 35 hours/per week, 12-months contract

Application

deadline: **April 28, 2021 (Applications analyzed upon receipt)**

Start date: May 2021

Be a part of positive social change

Imagine working for an organization whose core mission is to advance equality, social justice and respect for human dignity. Imagine your work aligning with your personal values and being a part of creating positive social change every day through transformative human rights education programs. Alongside 55 liked-minded colleagues based in Canada and partners all around the world, you could contribute to the empowerment of people to address inequalities and discrimination, and work to build more inclusive and rights-respecting communities with Equitas.

The Opportunity

Equitas is seeking two highly motivated **Project Logistics Coordinators** with a passion for human rights, equality and inclusion and administrative experience. The Project Logistics Coordinator will be a part of a pool of three (3) positions that provide cross-cutting support to all of Equitas programming as well as organization-wide functions. This pool will be comprised of 1 Administrative Coordinator and 2 **Project Logistics Coordinators**. The work plan of the individuals within this pool will be determined based on the annual plans of the different program and transversal teams at Equitas and will be coordinated by the Program Manager. Reporting to the Programs Manager (PM), the **Project Logistics Coordinators** will support the planning, development, implementation, monitoring, evaluation and reporting of programme activities, with a particular focus on the International Human Rights Training Program (IH RTP) as well as Equitas' online human rights education activities.

Tasks and Responsibilities

- Ensure logistics for the organization and preparation of Equitas travel – either in Canada or internationally (mission orders, purchase of airline tickets, reservations, expense account).
- Support the logistical organization of in-person project activities in collaboration with project teams and partners in the region, including regional and national meetings,



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- training sessions and other project activities (team travel and accommodation, schedules, materials, etc.).
- Support project teams in the preparation of narrative and financial reports, including the verification of financial reports submitted by partners.
 - Support the monitoring and evaluation of project activities, including the conducting entry, processing, and analysis of project data.
 - Ensure logistics of online activity/event before, during and after event, so that facilitators can focus on the delivery.
 - Support the participants in their risk assessment and implementation of good practices around online security before and during Global Rights Connection.
 - Support the administration of Equitas online spaces such as Put the World to Right and Equitas online Community
 - Ensure communications with applicants, participants, and other stakeholders, including Canadian diplomatic offices abroad throughout the year.
 - Organize international transportation of participants, resource persons and facilitators and ensure a good relationship with the travel agent.
 - Contribute to the hiring process of the team of interns in collaboration with the IHRT project team and human resources team and support the coordination of the work of volunteers and interns.
 - Actively support multiple aspects of the delivery of the IHRT (4 to 5 weeks onsite), including, but not limited to: logistical coordination, ongoing support to participants during the training, procurement and provision of goods and services (including the nurse, simultaneous translation services, liaison with cafeteria officials).

About you

You're passionate about human rights and social justice. You're motivated by and have strong commitment to Equitas' mission, vision, and values. You're motivated by challenges committed to fostering a work environment that is inclusive and reflective of the diversity in the Equitas community. You have excellent organizational and planning skills, and the ability to meet deadlines. You have a keen interest for learning new technological environment and for problem-solving. You are flexible and adaptive, and you have the ability to work as part of a small team in a cross-cultural environment with a diversity of partners.

What is essential for role

- Eligibility to work in Canada and be based in Montreal.
- Ability to communicate orally, read and understand documents produced in both of Canada's official languages (French and English). This position requires the ability to communicate in both languages written and orally, in a daily basis.
- Post-secondary education or equivalent experience in a related field such as (but not limited to) project administration, event planning, social justice, international development, or human rights.
- Minimum of three (3) years project administration experience, preferably in a non-profit, charitable, or civil society organization.



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- Excellent computer skills, including with online conferencing tools (MS Teams, Zoom, etc.), cloud-based document management (SharePoint), and Office 365 (Word, Excel, PowerPoint, Outlook).
- Ability to respond quickly and effectively to changing circumstances.
- Analytical skills and ability to take initiative.
- Interpersonal skills: tact, diplomacy, and discretion.

What is an asset to the role

- Experience supervising interns and volunteers
- Engagement in the fields of human rights, human rights education, and/or social justice issues.
- Experience with database Salesforce.
- Skills in any languages in addition to English and French (especially Arabic, Haitian Creole, Spanish, Swahili, Wolof, Mooré and Dioula).

What we offer

- We offer the chance to be a part of and make up a diverse and engaged team who are all meaningfully contributing to positive social change in Canada and around the world in their own way.
- We value self-care, inclusion and empathy towards all team members and place a strong emphasis on work-life balance. In addition to vacation time, we offer 2 weeks off over the winter holidays.
- We're all about learning and offer all employees the opportunity to participate in Learning Committees based on their interests and participate in a workplace culture that is constantly looking for ways to improve and innovate.
- We have a centrally located office with a beautiful view of Mont-Royal (although we're currently operating remotely).
- We believe in trust and openness and offer a flexible work environment.
- We believe in creating space for everyone to lead and offer opportunities within our governance structure to allow for individuals in all roles to take on opportunities for leadership.
- We offer a comprehensive benefits package which includes a competitive salary for the NGO sector, 3 weeks paid vacation (4 weeks after 3 years), paid personal days, medical, dental and life insurance, a group RRSP and much more!

Join us!

Given the nature of our work, Equitas strongly encourages applications from any candidates who have experienced marginalization, in particular, Black, Indigenous, and People of Color, LGBTQ2I people, and people living with disabilities. Candidates who wish to do so may self-identify in their application.



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At Equitas, we do not tolerate harassment, discrimination, violence, or abuse of any form. All employment offers are conditional of the signing of Equitas' Human Resources Policy, our Policy on Preventing Sexual Violence, Harassment and Discrimination and satisfactory references. Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

For further information about Equitas consult our website at www.equitas.org.

How to apply?

Please **send 1 attachment** (cover letter and C.V.) with **your name and Project Logistics Coordinator** in the subject line by **April 28, 2021** to:

Catalina Lomanto

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