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Employment opportunity

Title: **Senior Program Advisor (maternity leave replacement)**
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: **June 6, 2021 (Applications analyzed upon receipt)**

Start date: July 2021

Be a part of positive social change

Imagine working for an organization that's 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, 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 a Senior Program Advisor who cares deeply about human rights, equality and inclusion and has a solid work experience in the international development sector. Reporting to the Director of Programs, the Senior Program Advisor will play a strategic role in ensuring that Equitas' programming is proactively responding and adjusting to address emerging human rights issues in the current rapidly evolving context, both globally and locally. The Senior Program Advisor will coordinate adjustments to Equitas' multi-year Advancing Equality through Human Rights Education (AEHRE) program and will provide coaching and support to program and project teams, and to partners on how to pro-actively adjust programming strategies and approaches in order to adapt to the rapidly evolving COVID-19 context.

Background on AEHRE

The Achieving Equality through Human Rights Education (AEHRE) project aims to advance gender equality and the empowerment of women and girls in 5 target countries (Burkina Faso, Haiti, Kenya, Senegal and Tanzania) and globally through: increased leadership of women and girls in community mobilization activities; enhance collaboration among women's rights organizations and other human rights groups; and increased access for women's rights organizations to influence decision-makers.

Tasks and Responsibilities

- Lead the development of AEHRE program planning and oversee development of annual project plans aligned with Equitas strategic objectives, in consultation with AEHRE project team leads.
- Support the coordination of the AEHRE Program Team at Equitas in monitoring the scope, quality, schedule, and cost of the program, including working with project leads and transversal roles to review and assure delivery of all program/project deliverables.
- Collaborate with the Education Team, including Director of Education, to ensure efficient delivery of project activities and the various educational tools
- Monitor the overall project budget.
- Contribute to evaluation processes and to documenting and sharing of good practices and lessons learned implemented.
- Analyze issues, trends, and opportunities and make recommendations on potential program strategies, and support strategic reflection on how Equitas programming can respond to the impacts of COVID-19 in the short and longer terms.
- Provide coaching and support to Equitas program and project teams as well as to partners on proactively adjust programming strategies, tools, and approaches in order to adapt to an ever-changing COVID-19 context.
- Support implementation of security related protocols and tools among AEHRE project teams
- Contribute to the development and implementation of collaborative initiatives with CSOs, funders and other stakeholders interested to integrate Equitas' HRE and HRBA approaches to strengthen their own programming
- Coordinate partnership agreements and proposal processes – including budgeting - start to finish, in close collaboration with Program teams and Director of Programs ensuring Equitas and partners/donor standards and requirements are met.

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 and committed to working towards gender equality, and a human right- based approach in all aspects of programming, plans, policies, and organizational structure. You have great drive and commitment to Equitas' mission, vision and values; ability to inspire others to do so as well. You have significant experience in proposal development, especially institutional donors (GAC, EU, UN donors), and excellent report writing and editing skills. You are self-motivated, work independently with minimal direction and collaboratively within a team in a fast-paced multicultural team environment.

What is essential to the role

- Eligibility to work in Canada and be based in Montreal.
- Excellent written and oral communication skills in both of Canada's official languages (verbal and written fluency required).



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- Minimum of 7 years program/project management experience in the international development sector, including the management of projects with large funding organizations, such as Global Affairs Canada.
- Demonstrated commitment to contribute to and promote a work environment that values diversity, inclusion, and equality.
- Demonstrated ability to work and collaborate with grass root or community-based partner organizations internationally.
- Proven communication skills and ability to adjust communication style to different audiences
- Solid understanding of the human rights-based approach, and gender equality and result-based management principles.

What is an asset to the role

- Skills in other languages
- Proficiency in Microsoft Office 365
- Knowledge of Salesforce

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 Colour, 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 **Senior Program Advisor** in the subject line by **June 6, 2021** to:

Catalina Lomanto

requitas@equitas.org