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## Employment opportunity

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Title:	<b>Program Officer - Quebec</b>
Organization:	<b>Equitas – International Centre for Human Rights Education</b>
Location:	Montreal, Canada and remote work
Status:	Full time, 35 hours/per week (Hybrid work)
Salary range:	\$47 000 to \$60 000
<b>Application deadline:</b>	<b>November 12, 2021 (Applications analyzed upon receipt)</b>
Start date:	As soon as possible

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### **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 like-minded employees 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 highly motivated Program Officer - Quebec with a passion for human rights, equality and inclusion and experience in project management. Under the responsibility of the Director of the Canadian Programs, the Program Officer, Quebec is accountable for the planning, implementation, evaluation, and reporting on the project(s) under their responsibility (with a focus on, but not limited to the Quebec region). The Program Officer should have an understanding of the community sector in Quebec. They manage relationships with key partners and stakeholders and are the first and main point of contact for all aspects of the project(s) managed in Quebec. They have an overview of the project and are accountable for overseeing the project from conception to completion.

### **Tasks and Responsibilities**

- Leads the development of the project in line with the Equitas strategic and annual plans
- Builds and manages a network of relationships: liaising with actual and potential partners, government officials, NGO's, resource people, funders, and other allies and other key stakeholders.



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- Builds and maintains in-depth knowledge of partner needs, goals and realities, and shares this information with project team members so that everyone can do their part to respond to these needs the best of their ability.
- Establishes and maintains good relationships with existing funders and actively explores new funding opportunities, for the program under their responsibility.
- Develops and implements a fundraising strategy and secures funding for their area(s) of geographic/thematic responsibility.
- Participates in the relevant Project and Program Team(s) and Learning Team(s)
- Works closely with the Education Unit, other program staff, interns, volunteers, outside consultants, and in consultation with partner(s), on all aspects of the design and delivery of projects
- Responsible for identification and risk monitoring, including security issues for the projects under their responsibility
- Collaborates with the Education Specialist on the analysis of evaluation data and on the preparation of activity reports.
- Is responsible for the preparation and delivery of program evaluation / progress reports, and accountable for its finalization and delivery to stakeholders including funders
- Develops annual program budget, activity budgets and budgets for funding proposals in close consultation with the Finance team and with input from the Project Team (especially the Education Unit regarding the education components)
- Monitors/controls the budgets, including the tracking of the human resources being charged to the project and negotiates adjustments as required
- Works with the Communications team to develop communications strategy and plans for the project under their responsibility.
- Represents Equitas when on missions, in meetings, in networks, at conferences, and in other venues
- Performs other duties as determined in consultation with the Senior Program Officer or the Director of Programs.

### **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 you have Proven experience developing project proposals, securing funds and managing relationships with donor agencies. You have excellent communication abilities in both French (essential) and English.

### **What is essential for role**

- Eligibility to work in Canada and be based in Montreal.
- Undergraduate degree in a related field such as Political Science, Social Studies, International Development, etc., combined with a minimum of 5 years of relevant experience in program/project development and implementation and partnership development. Another combination of experience and education may be considered.



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- Knowledge of human rights – including human rights education and/or social justice issues
- Understanding of the community sector in Quebec
- Strong skills in information management (Microsoft Word, Excel, PowerPoint, Outlook)

#### **What is an asset to the role**

- Experience working in the NGO sector

#### **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.

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 websites at [www.equitas.org](http://www.equitas.org) and [www.Speaking Rights.ca](http://www.Speaking Rights.ca)



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How to apply? Please send 1 attachment (cover letter and C.V.) with your name and **Program Officer - Quebec** in the subject line by **November 12, 2021 (Applications analyzed upon receipt)** to:

Catalina

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

Lomanto