

Job Title: Coordination Assistant

Organization: Equitas – International Centre for Human Rights Education

Location: Remote work

Timeframe: 16 weeks at 30h/week

Starting date: As soon as possible

Ending date: May 06th, 2022

Deadline for applications: **January 21th, 2022.** Please apply as soon as possible, applications will be reviewed as received.

Salary offer: \$16/hour

Number of positions available: 1

Equitas – International Centre for Human Rights Education is a non-profit organization founded in 1967 that works to promote equality, social justice, and the respect for human dignity through transformative human rights education programs in Canada and around the world.

Context

As a global leader in human rights education, Equitas' programs aim to empower people to address inequalities and discrimination, and to work to build more inclusive and rights respecting communities. One of Equitas most renown training program is the [International Human Rights Training Program](#) (IH RTP). This is an intensive three weeks training program designed for human rights defenders and educators. Approximately 100 participants from the around the world participate in this in-person training that takes places in Ste-Anne-de-Bellevue near Montreal, Canada. The Covid-19 pandemic has inevitably interrupted Equitas' regular activities, as a result, this program has been postponed since March 2020. The organisation is currently evaluating to re-establish it in the summer of 2022, if conditions allow it.

Considering the devastating impact on human rights that COVID-19 is creating, Equitas created [Global Rights Connection](#), a virtual training program aimed at strengthening the capacity of organizations to implement human rights education activities (training sessions, advocacy or awareness, etc.), in order to contribute to the development of a global culture of human rights. The 10-week Global Rights Connection training program is not an ordinary online course, it is a collaborative community wherein participants connect with human rights defenders from around the world, and leave with a unique certification in human rights education. It also guides participants in developing an action plan to ensure that their learning is reflected in the activities they implement following the program. While the first edition of this training just concluded, the participants will be implementing their individual plan in the winter 2022. As a Coordination

Assistant, you will work in close collaboration with the *Global Rights Connection*/IHRTP team and report to the IHRTP/ *Global Rights Connection* Program Officer. You will support the coordination of the both training programs and connect and help participants, and meet with human rights defenders and educators from all over the world.

Primary duties and responsibilities

Under the supervision of the IHRTP/ Global Rights Connection Program Officer, you will have the following responsibilities:

Global Rights Connection tasks

- Supports the team with the processing of the Follow-up Bursary with selected participants.
- Requests information to the participants on their individual plan and activities.
- Follows up with participants that received a bursary from donors or embassies on their individual plan activities.
- Updates participants file on Salesforce and Sharepoint.
- Creates reports from Salesforce.
- **Events support: prepares and sends invitations, creates guest lists**, supports on the logistics of online information events with participants, facilitation team, others.

IHRTP tasks

- Follow-up participants' participation fees payments
- Assists in the update of the interns' manual.
- Assists with Covid-19 protocol procedure.
- Assists with IHRTP venue planning.
- Prepares and sends letters of acceptance.
- Supports participants with information on visa documents.
- Quotes airplane tickets with travel agent.
- Updates participants file on Salesforce and SharePoint.
- Creates reports from Salesforce.
- Events support: prepares and sends invitations, creates guest lists, supports on the logistics of online information events with participants, facilitation team, others.

Additional tasks

- Takes notes during meetings.

- Writes bios of selected participants to be presented to donors
- Drafts forms and documents as requested
- Communicates with accepted participants to the IHRTP 2022.
- Communicates with former *Global Rights Connection* participants.
- Communicates with facilitators.
- Replies to general inquiries.
- Keeps updated list of people that are interested on the next call for participants to our programs (IHRTP, *Global Rights Connection*).
- Identifies and marks emails that need to be taken care by either member of the team
- Follows-up with communications sent, makes sure all tasks are done.
- Archives emails once they are answered.
- Any other task needs to be done for the *Global Rights Connection* and IHRTP programs.

Required knowledge-base and competencies

- Deep interest in human rights, racial justice, gender equality, and international development.
- Sensitivity to cultural differences, courtesy and tact in communication.
- Excellent communication skills in English and French are an important asset. Excellent writing skills in one of the two languages is required.
- Excellent coordination skills.
- Excellent time management, high priority skills is required.
- Strong sense of responsibility and availability to work overtime, when needed, is required.
- Experience working on a fast pace- high volume information environment will be an asset.
- Strong computer skills: Outlook, Word, Excel, and PowerPoint.
- Knowledge on Salesforce will be an asset.
- Ability to work independently, as well as in a team.

How to submit your application?

All interested and qualified candidates should submit the following items to apply for this position:

- A Curriculum vitae
- A cover letter that includes the following:
 - Your interest in human rights education and social justice
 - What experience you have on administration and coordination, and event coordination (include links to examples if relevant)

- Your level of comfort learning and working with new technologies and platforms
- What you would like to learn from this experience
- What you would bring to this role

Please send your CV and cover letter by email to **Dennis Molina** at pifdh-ihrtp@equitas.org

Candidates must have the legal right to work in Canada.

Short-listed candidates will be invited to a virtual interview with Equitas.

Given the nature of our work, we encourage 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.