

Employment Opportunity – Program Manager, Asia

Application deadline: January 15th, 2016

If you believe that:

- Social change is possible
- Feminist principles and process can help change the world
- Social justice activists, in Canada and in the global South, can support and learn from each other
- You have a contribution to make in helping strengthen and manage a Canadian organization devoted to the promotion of social justice and human rights around the world

...you may be interested in applying for an **Asia program manager** position at Inter Pares, a Canadian social justice organization. We build relationships with people and organizations, in Canada and overseas, who share an analysis that poverty is caused by structural inequalities among and within nations, and who are working to promote fundamental change in their communities and countries.

As part of our institutional co-management team, the successful candidate will be expected to share responsibility for Inter Pares' financial, administrative, and political well-being and direction. The co-management team operates on a parity basis – equal salary, equal responsibility – guided by principles of consensus-based decision-making. All co-managers participate in management committees, administration, raising funds, donor relations, board relations, external representation, and public engagement.

Programmatically, this position entails supporting organizational strengthening with counterpart organizations, policy development and advocacy, networking with national and international NGOs, and developing and administering programs. While our institutional program is multi-themed, collaborative, and cross-cutting, this particular position will have an emphasis on **land rights, food sovereignty, human rights, and Indigenous rights**, and focus geographically in **India, Bangladesh, Burma, and Canada**. The program manager will develop and manager programs, facilitate linkages and networking, fundraise and relate to donors/funders, write articles, organize educational events, represent Inter Pares in government and civil society gatherings, and engage in research and analysis.

The candidate must demonstrate that they hold the required qualifications & experience:

- Commitment to social justice and feminist principles
- Commitment to collective work, ability to work in a team and independently
- Commitment to diversity and anti-oppression values
- Experience engaging and organizing in a community (such as a local, cultural, interest-based, or identity-based community) or a social movement (such as provincial, national, or international solidarity movement), internationally and/or in Canada
- Financial management, administrative, and organizational skills, including the ability to juggle a diversity of tasks and themes within shifting timeframes
- Analytical abilities and capacity to think and work strategically

- Ability to work flexible and irregular hours at peak times, and to travel several weeks a year to sometimes remote and rugged areas (a modest contribution towards child care expenses is accessible)
- Comfort using word processing and spreadsheet software and web-based resources
- Very strong written and oral communication skills in English

Additionally, the following experiences and qualities are extremely valuable assets:

- Excellent communication skills in French, including the capacity to revise texts
- Demonstrated leadership skills and ability to build organizations, coalitions, and/or programs for social justice
- Experience of participating in or working with movements for land rights, food sovereignty, human rights, and/or Indigenous rights
- Experience of participating in or working with organizations or movements internationally, especially related to India, Bangladesh, and/or Burma
- Experience of participating in or working with Indigenous movements in Canada
- Experience working in non-profit and/or charitable organizations
- Skills/experience in fundraising, communications, editing, or public engagement
- Ability to communicate in a language that is specific to India, Bangladesh, Burma, or Thailand is an asset

Salary and benefits

All full-time members of staff receive the same annual salary of \$55,396.60 with a generous benefits package that includes extended health coverage, retirement planning benefits, and a dependents allowance (if applicable). New staff members begin with four weeks of vacation.

Start date: March 1st (negotiable).

Application process

Candidates must have permission to work in Canada. Interested persons should submit their resumé, accompanied by a cover letter in English elaborating why they are interested in working at Inter Pares and the skills and experience they would contribute, by e-mail: info@interpares.ca, subject: Asia job posting.

Candidates must be available for interviews in Ottawa January 25th to 29th, 2016, and the successful candidate will be asked for further interviews the week of February 4th. The interview will include 1-2 questions asked in French if the candidate has these language skills. We are happy to provide an accessible interview environment and accommodation if required.

Inter Pares is dedicated to the goal of building a diverse and pluralistic staff, and strongly encourages applications from women, racialized people, Indigenous people, people with marginalized sexual or gender identities, and persons living with disabilities. We invite candidates to share how they personally identify in their application if they wish to do so.

For more information about Inter Pares, please consult our website: www.interpares.ca.