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Employment Opportunity – Program Manager, Asia **Application deadline: May 27, 2018**

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 a **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. As such, the program manager is expected to work at a management/strategic level, as well as a daily implementation level.

We are looking for a program manager to share responsibility for our Burma program. This position entails supporting local organizations working in Burma on issues such as health care, media, women's rights, human rights, peacebuilding, refugees and migration, food sovereignty, economic justice, and control over natural resources. The program manager will collaborate on initiatives to inform Canadians (general public, public servants, and politicians) about the situation in Burma and the work that our counterparts are doing. The Burma program is currently funded by Global Affairs Canada, and therefore the program manager will also spend time fulfilling administrative requirements for government funding. [Read more details on the program.](#)

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

- Commitment to social justice, feminist, and anti-oppression principles and values
- Experience engaging and organizing in a community or a social movement, locally, domestically, and/or internationally
- Program management, financial management, administrative, and organizational skills, including the ability to juggle a diversity of tasks and themes within shifting and sometimes overlapping timeframes
- Commitment to collective work, ability to work in a team and independently
- Excellent writing skills, attention to detail, and an ability to write for a variety of audiences

- Ability to work flexible and irregular hours at peak times, and to travel 3-4 weeks a year to sometimes remote and rugged areas (a contribution towards child care expenses is accessible). Domestic short-term travel is also sometimes required.

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

- Demonstrated leadership skills in organizations, coalitions, and/or programs for social justice
- Solid knowledge of socio-political dynamics in Burma and Burma-related work experience
- Skills/experience in fundraising, communications, or public engagement are major assets

Languages

- Excellent written and oral communication skills in English are required. Capacity to revise texts and ensuring the quality of our English-language materials (in coordination with other anglophone colleagues) is a strong asset
- Very good written and oral communication skills in French would be strong assets
- Ability to communicate in a language that is relevant to this program is an asset (Chin, Kachin, Karen, Karenni, Burmese, Thai, etc.)

Salary and benefits

All full-time members of staff receive the same base salary of \$64,864 with a generous benefits package that includes extended health coverage and retirement planning benefits. It also includes a dependents allowance (if applicable) for dependent children, disabled spouses or siblings, and/or elderly parents who are economically dependent. Staff members begin with four weeks of vacation, which increases with seniority.

Start date: July 16, 2018

Application process

Candidates must have legal permission to work indefinitely in Canada. Interested persons should submit their CV, 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. This can be sent by e-mail to: info@interpares.ca, with the subject: Asia job posting.

Candidates must be available for a 3-hour interview between June 11 and 15, 2018, and the successful candidate will be asked for two days of further interviews in Ottawa between June 21 and 27, 2018. Inter Pares will assume in-person interview expenses; long-distance candidates may have their initial interview conducted by videoconference. The initial interview will be in English and may include 1-2 questions asked in French. This interview will also include a writing test in English and a reading or writing test in French if the candidate has those language skills. We are happy to provide [an accessible interview and employment 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.