

Employment Opportunity – Program Manager, Latin America

Application deadline: April 16, 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 **Latin America 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.

The position of Latin America Program Manager

We are looking for a program manager to share responsibility with one other person for our program in Latin America, with a focus on Central America and Mexico. This position entails supporting organizational strengthening with counterpart organizations, policy development and advocacy, networking with national and international NGOs, and developing and administering programs in areas such as peacebuilding, food sovereignty, migration, economic justice, control over local resources, and women's rights. The program manager develops and implements strategies around those objectives through research and analysis, fundraising, linkages, development of new programs, organization of educational events, writing and publishing, and political and organizational representation.

Demonstrated qualifications

- 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
- Solid knowledge of socio-political dynamics in Latin America, especially Central America and Mexico
- Analytical abilities and capacity to think and work strategically
- Demonstrated leadership skills and 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, and sometimes overlapping timeframes
- Excellent written skills, attention to detail, and an ability to write for a variety of audiences
- Good working knowledge of Windows software (Word, Excel, PowerPoint, Outlook) and competence using spreadsheets and databases
- Ability to work flexible and irregular hours at peak times, and to do international travel several weeks a year to sometimes remote and rugged areas (a modest contribution towards child care expenses is accessible)
- Skills/experience in fundraising, communications, or public engagement are considerable assets

Languages

- **Excellent written and oral communication skills in French**, including capacity to revise texts and ensuring the quality of our French-language materials (in coordination with other francophone colleagues)
- Very good written and oral communication skills in English and Spanish

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: June 4, 2018 (negotiable)

Application process

Candidates must have legal permission to work in Canada. Interested persons should submit their CV, accompanied by a cover letter in French or 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: Latin America job posting.

Candidates must be available for interviews in Ottawa between April 30 and May 1, 2018, and the successful candidate will be asked for further interviews between May 7-11, 2018. Inter Pares will assume interview expenses for candidates in Canada; all other interviews will be conducted by videoconference. The interview will be in English and French and will include 1-2 questions asked in Spanish. The interview will also include a writing test in both English and Spanish, and a revision test in French. 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.