



building partnerships for global justice

### **JOB POSTING**

#### **Program Director – 12-month position**

**Our organization:** CoDevelopment Canada (CoDev) is a BC-based non-profit that works for social change in Latin America and Canada. We build partnerships with organizations in Canada and in Latin America to protect workers' rights, build solidarity for public education, strengthen grassroots initiatives, engage Canadians in global issues, and promote fair trade.

**We are looking for a Program Director to join our staff team for a one-year temporary contract.**

30 hours per week / \$27.95 per hour plus a generous benefits package / Start date is April 1, 2017 / Terms and conditions per Collective Agreement with CUPE 1004.

#### **Job Summary:**

The Program Director is responsible for the management of overseas projects in Latin America associated with CoDevelopment Canada. The Program Director coordinates relations with Latin American partners and Canadian partners (primarily labour unions in Canada), as well as the preparation and presentation of educational materials on CoDevelopment Canada's work. The Program Director is required to travel and work irregular hours.

#### **Responsibilities:**

- Manages overseas projects and international solidarity projects between Latin American and Canadian partners;
- Maintains good working relations with current Canadian and Latin American partners through regular communication, monitoring trips, attendance at meetings and participation in workshops and conferences;
- Identifies and builds relations with potential new partners;
- Organizes delegations of Canadians to visit Latin American partners, and tours of Latin American partner representatives to Canada;
- Works with the Executive Director and other Program staff to develop program proposals to potential funders;
- Ensures required program documents are received from Latin American partners;
- Translates Latin American partner narrative reports and receipt listings for financial reports;
- Assists in long-term planning in accordance with the strategic directives of the CoDev Board of Directors;
- Assists with miscellaneous office duties such as answering phones, volunteer coordination, coffee sales etc.

#### **Knowledge, Abilities & Skills**

- University degree in a related area, or equivalent related experience;
- Experience working in international solidarity and human rights;
- A minimum of one year related work experience in Latin America;
- Experience in project management and report writing;
- Excellent understanding of international development issues, especially related to women's, workers' and human rights;
- Strong grasp of the objectives and functions of the Canadian and international labour movement;
- Excellent organizational, communication and interpersonal skills with an emphasis on cultural sensitivity;
- Ability to work independently and as part of a team; and
- Experience in translation and simultaneous and/or consecutive interpretation.

#### **To apply:**

Resumes and cover letters may be sent to CoDev, attention Steve Stewart by **Midnight, Monday March 6 2017**.

Email [stewart@codev.org](mailto:stewart@codev.org) or fax to 604-708-1497.

***We thank everyone who applies but will only contact those applicants selected for an interview.***

#### **CoDevelopment Canada**

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