

## **Job Description: Program Assistant, Part-time (22.5 hours/week)**

**CoDevelopment Canada** (CoDev) is a BC-based non-profit agency that works for social change in Latin America and in Canada. We build partnerships between Canadian and Latin American organizations to protect women's and workers' rights, defend public education, engage Canadians in global issues, and promote fair trade.

**We are looking for a Program Assistant to join our team.**

22.5 hours per week / \$28.88 per hour starting wage / Start date is September 4, 2018/ CoDev is a union shop. Terms and conditions per collective agreement with CUPE 1004.

**Description:** The program assistant works with CoDev's Program Directors and Executive Director on administrative tasks related to the organization's international programming. Secondary responsibilities for outreach and public education, as well as general office duties are included in the person's job activities as time allows.

### **Administration, Latin American Partners:**

1. Ensure required program documents are received from Latin American partners.
2. Coordinate translation of Latin American partner narrative and financial reports.
3. Preparation of Latin American partner financial files for annual audit.

### **Administration, Canadian Partners**

4. Assist with translation of communications between Canadian and Latin American partners.
5. Prepare materials for Canadian partner tours to Latin America.

### **Outreach and events**

6. Assist with Latin American partner visits to Canada, including accompaniment of visitors and informal interpretation.
7. Assist with CoDev public events and outreach, including tabling, workshops, social media, etc.
8. Occasional participation in Canadian partner delegations to Latin America, including informal interpretation.

### **Skills required:**

- Proficiency in written and spoken Spanish and English
- Excellent organizational skills
- Administrative experience
- Understanding of and sensitivity to the culture of Latin American social movements
- Experience working on social justice issues with Latin America
- Critical understanding and clear analysis of the principles of international solidarity
- Strong understanding of international development issues, especially as they relate to gender, class and intersectionality
- Understanding of the Canadian and international labour movements
- Ability to work independently and as part of a team
- Valid drivers' license

**To apply:** Resumes and cover letters may be sent to CoDev by 5 PM (Pacific Time), **August 2, 2018**.  
Email: Steve Stewart, Executive Director <sstewart@codev.org>.