

JOB POSTING – 2022

INTERNATIONAL PROGRAMS COORDINATOR

Canadian Jesuits International (CJI) is seeking a highly motivated, dynamic individual to coordinate the international program of CJI. The ideal candidate for this full-time position will have a deep commitment to social justice and working experience with the non-profit sector in the Global South.

CJI is an international development and social justice organization of the Jesuits in Canada, committed to the promotion of justice with a preferential option for the poor. Working with local partners in Asia, Africa and Latin America, CJI supports programs in education, integral ecology and sustainable development, forced migration, and defense of human rights. All CJI-supported programs are under the responsibility of the local Jesuit provinces. CJI also carries out education and advocacy in Canada on international social justice issues.

We are a small, dynamic team where you will find opportunities to make a difference with progressive, human rights-focused work.

POSITION SUMMARY

Under the direction of the Executive Director, the International Programs Coordinator coordinates the work of CJI in the Global South: identifying prospective projects; maintaining ongoing relations with the international partners, supporting them with funding proposals and reporting; as well as coordinating the work of the program sub-committee of the Board of Trustees. The Coordinator also collaborates in the organization's education, promotion and advocacy efforts, as required.

KEY RESPONSIBILITIES

International Programs development and coordination

- Under the direction of the Executive Director and Programs Committee, participate in setting CJI's priorities with respect to programming, regions and themes to be prioritized, potential partners and populations to be served;
- Integrate CJI partners' analysis of the political, economic, environmental and social issues in which they work into CJI's program frameworks;
- Identify new program priorities in accordance with CJI's programming framework and institutional priorities in dialogue with international partners;
- Accompany international partners in the development of new initiatives and of ongoing projects.
- Monitor the full program cycle of funded projects, including planning, monitoring, reporting and evaluation;
- Contribute to the standardization and improvement of systems and procedures in relation to international programming at CJI;
- Ensure that partners develop local capacity to meet international program management practices;

- Develop program proposals and reports for institutional funding agencies, such as the Canadian Government (GAC) and other government or international organization using Results Based Management (RBM);
- Review project budgets and financial reports and execute funding agreements as required;
- Support the Donor Relations Coordinator in the identification and preparation of funding proposals to private foundations and other major donors;
- Work closely with the Office Administrator and Accountant to ensure the effective administration of programs and the application of CJI's administrative procedures; oversee the transfer of funds to approved projects, and the maintenance of required documentation for the annual audit;
- Liaise with program consultants, as required;
- Coordinate the work of the CJI Program sub-committee of the Board of Trustees including preparation of agenda, presentation of proposals, and the acceptance of new partners or the conclusion of existing relations;
- Participate on international working groups of sister organizations especially the Xavier Network, in the development of common standards and joint project funding; [to learn more, visit <https://xavier.network/>]
- In consultation with other staff members, develop, coordinate and supervise the implementation of work plans to meet expected results outlined in CJI's strategic plan.

Institutional collaboration: Education, communication and fundraising

- Working closely with other members of the CJI team, contribute to CJI's education, outreach, communication, advocacy and fundraising work in Canada, by providing up to date information and analysis on the work of CJI partners in the Global South, contributing to public presentations as well as project reports to donors.
- Participate in team meetings, strategic planning processes, meetings with the Board of Trustees and other organization-wide processes as required.
- Participate in committees and institutions of the Jesuits in Canada as required.
- Perform other related duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Commitment to and understanding of international development and social justice.
- Minimum of three years of work experience with the not-for-profit sector in the Global South.
- University degree in a related field.
- Proficiency in English and Spanish required.
- Working knowledge of French is desirable.
- Proven ability in program assessment, project design, RBM planning and project reporting.
- Capacity to work with people from different cultures and faiths. Capacity to work with Jesuit international partners, with a Roman Catholic audience and with Church institutions in Canada and internationally.
- Exceptional communication and analytical skills to build and nurture relationships with overseas partners. This includes providing constructive feedback, guiding the funding proposal process and providing project management and technical advice as needed.
- Ability to provide leadership in the development of innovative ideas and suggestions for work improvements.
- Excellent budgeting skills.

- Capacity to work effectively individually and in a small team, with Board, volunteers, and donors.
- Ability and comfort with public speaking.
- Ability to work under pressure and meet deadlines.
- Strong computer skills in MS Windows, Word, Excel, and Outlook.
- Eligibility to work in Canada (permanent resident or Canadian citizen).
- Flexibility to work outside of normal office hours.
- Ability to travel occasionally nationally and internationally (conducting 1 to 3 visits per year with an expected duration ranging from a few days up to 21 days).

OFFICE LOCATION: 70 St. Mary Street, Toronto
POSITION TYPE: Full-time position with benefits
START DATE: Immediate
ACCOUNTABILITY: Reports to the Executive Director of CJI

To apply for this position, please submit a resume and cover letter highlighting how you meet the requirements to CANcjjjobposting@jesuits.org. The deadline for application is April 18, 2022.

CJI is committed to diversity in its workplace and welcomes applications from qualified candidates eligible to work in Canada.

We thank all applicants for their interest, but only those selected for the next stage in the recruitment process will be contacted.

Applications are accepted and reviewed on a rolling basis until the deadline. We encourage you to apply early.