

JOB DESCRIPTION: Programs Officer

Title: Programs Officer

Location: Ottawa

Position type: Contract Full-time (1 year)

Salary range: \$45,000-\$50,000

Start date: immediate

The Humanitarian Coalition is a coalition of seven Canadian non-governmental agencies (Canadian Lutheran World Relief, CARE Canada, Islamic Relief Canada, Oxfam Canada, Oxfam-Québec, Plan International Canada and Save the Children Canada) with decades of experience in humanitarian assistance, aid and development who undertake united emergency appeals. The Humanitarian Coalition and its members have developed a joint emergency appeal mechanism and capacity in Canada that seeks to provide donors with an easy way to give, educate the Canadian public, strengthen the humanitarian response sector and make a substantive contribution to reducing the suffering and affirming the rights of those affected by humanitarian crises.

The Humanitarian Coalition is a separate legal entity from the member agencies, tasked with fundraising during major humanitarian emergencies and coordinating sector initiatives for the improvement Canadian humanitarian response. The Humanitarian Coalition does not operate any programs overseas but does maintain extensive project-cycle management for projects funded through member organisations.

1. SCOPE OF POSITION

Working directly with the Humanitarian Coalition Executive Director, the Programs Officer supports the Humanitarian Coalition's program-related activities with member agencies. This position is an essential part of our team, at the forefront of the organizations funding allocations and program commitments. As they work within a small team, the title holder will be entrepreneurial and enthusiastic about taking on a variety of tasks and will take pride in seeing them through. They are bilingual, have a range of experience with humanitarian programming, as well as superior writing and communications skills and experience with office management and tools. They have some knowledge of online applications, including experience working on website content.

The ideal candidate is determined to make a difference in the Canadian humanitarian sector, will have a track record for innovative thinking, perform well under sometimes stressful situations and be willing to do what it takes to get a job done. They will have a history of achievement and be driven by a desire to see ambitious projects through.

2. RESPONSIBILITIES

All of the following tasks are assigned to the Humanitarian Coalition Programs Officer, with the time commitments provided serving as general indicators. These may vary over any given period according to priorities.

Programs (75%)

- Responsible for all grant-cycle management procedures for projects funded by the Humanitarian Coalition (Project proposals, Funding agreements, etc.). This includes maintaining up to date Member project tracking and information;
- Ensure that narrative and financial reports are prepared accurately in consultation with Humanitarian Coalition members. This applies both to reports received from members or prepared by the Humanitarian Coalition for Global Affairs Canada (GAC);
- Lead and support all Monitoring and Evaluation activities, including consultant selection, mission planning and support;

- Oversee all elements of the Canadian Humanitarian Assistance Fund (CHAF), funded by GAC. This includes but is not limited to implementing CHAF funding guidelines, supporting funding decisions, drafting disaster response strategies, liaison with GAC and members;
- Track financial disbursements to members;
- Possible new business development / proposal writing
- Support all Humanitarian Coalition Program Committee activities, including planning and chairing meetings and circulating meeting minutes;
- Preparation and maintenance of reports that keep management, board and members abreast of updates and significant issues concerning the development and delivery of programs and services;
- Represent the Humanitarian Coalition where required – including during HRN meetings and at events –, make presentations on Humanitarian Coalition and relevant program-related subjects as required, maintain good relations with the Canadian humanitarian sector 'at-large' (incl. GAC, academia, etc.).

Communications Support (10%)

- Provide program-related content for use on the website and in communications activities
- Contribute to the 'Humanitarian Blog'

Special projects (15%)

- Facilitate in organizing periodic workshops and presentations;
- Support role during launch of Humanitarian Coalition Appeals (include but not limited to support for website, vendor management, member relations, volunteer outreach, etc.)
- Special initiatives as required during Humanitarian Coalition appeals.
- Other special projects as determined by the Executive Director.

3. QUALIFICATIONS, SKILLS and ATTRIBUTES

- Bilingualism (French and English) required;
- Demonstrated planning and execution skills in a multi-tasking environment;
- Humanitarian program experience and knowledge (min. 2 yrs);
- Experience writing project proposals for Global Affairs Canada
- Knowledge and familiarity with Canadian non-profit and humanitarian community;
- Experience with general office management;
- Knowledge of financial analysis tools, administrative processes and procedures;
- Excellent computer literacy including Internet, Microsoft Office (Outlook, Word, Excel, PowerPoint). Website support experience an asset;
- Excellent customer service and relationship management skills;
- Superior written and verbal communication skills;
- Demonstrated capacity to work independently and in a team environment;
- Strong problem-solving skills, independent.

4. HOW TO APPLY

Submit application, including CV and Cover Letter, to careers@humanitariancoalition.ca

Position will be filled as soon as suitable candidate is found.

All applicants must be eligible to work in Canada.

We thank all applicants in advance, however, only those selected for an interview will be contacted.