

JOIN OUR TEAM

POSITION International Development and Assistance Researcher
TERM Full-time (5 days/week); Temporary position (8 weeks); 15\$/h; Work from Home;
START DATE December 14th, 2020

ABOUT CWY-JCM

Founded in 1971, CWY-JCM is an international nonprofit organization dedicated to the empowerment of young people. CWY-JCM collaborates with partners in Canada and around the world to create transformative learning experiences focused on building knowledge and leadership skills through participation in sustainable community-driven projects.

POSITION OVERVIEW

Reporting to the Director of Programs and Partnerships, the International Development and Assistance Researcher provides research and administrative support to program and partnership development, and the elaboration of documents including concept papers, funding proposals, cases for support, discussion papers and internal and external reports. The International Development and Assistance Researcher will support the team in relation to the organization's mission and strategic objectives.

RESPONSIBILITIES

In keeping with Canada World Youth's policies,

- Conduct research to support the planning and implementation of Canada World Youth's current programming
- Organize the preparation of program development;
- Contribute to proposal writing;
- Write letters, drafts or prepare/update other documents for partnership building purposes;
- Ensure the production of reports for the activities related to the programs;
- Perform selected accounting duties (e.g. coding of invoices ensuring they are sent to management for approval, etc.);
- Carry out their duties with discretion and confidentiality;
- Perform administrative support services as well as clerical functions;
- Provide administrative and logistical support for activities related to the programs;
- Ensure timely and adequate follow up when issues are brought up;
- Related tasks, as requested by their supervisor.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Some post-secondary education in a relevant field
- Work-related experience

WORK AREA KNOWLEDGE AND SKILLS

- Highly proficient in the use of the main office software (Word, Excel, Outlook, Power Point, Web);
- Experience with social media (Facebook, Twitter and others)
- Excellent organizational abilities, priority management and multi-tasking;
- Very good knowledge in one (written and spoken proficiency) of the official languages, and knowledge of the other. Knowledge of Spanish and any other language would be an asset
- Experience working in International Cooperation, notably in research and programming
- Basic knowledge of Monitoring and Evaluation frameworks in international development

INTERPERSONAL SKILLS AND APTITUDES

- Ability to demonstrate exceptional judgment;
- Flexibility, adaptability, ability to work under pressure and respond quickly to unexpected requests and manage a range of new issues and activities
- meeting tight deadlines;
- Ability to manage competing priorities;
- Initiative as well as the ability to be proactive and efficient in all aspect of their duties;
- Ability to work in a team;
- Ability to handle stress adaptability to change;
- Be reliable and demonstrate tact and discretion.

TO APPLY

Your resume must be received by [5PM \(Eastern time\), November 27th, 2020](#) via email at: jmichel@cwj-jcm.org. In the object of your email, you need to indicate the job title: International Development and Assistance Researcher.

Canada World Youth is committed to equity in employment and diversity.

This posting represents an opportunity to realize our focus on increasing the presence of underrepresented groups in the organization, such as Indigenous peoples, visible and ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to the success of a diverse workforce.

We would like to thank in advance all the candidates for their interest in Canada World Youth. Please note that only candidates invited to an interview will be contacted.