

# JOIN OUR TEAM

## POSITION DETAILS

Indigenous Programming Development Officer

Full time (35 hours / 8 week term contract, 15\$ per hour), work from home

## ABOUT CWY-JCM

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. For the next 10 years, CWY will focus on impact within the four key pillars: Empowerment and Experience for Indigenous Communities, Sustainable Livelihoods and Entrepreneurship, Empowerment of Young Women & Girls, and Environmental Sustainability

## POSITION OVERVIEW

Reporting to the Program Manager - Indigenous Programming, the Indigenous Programming Development Officer provides research and administrative support to the indigenous programs teams in the elaboration of documents including concept papers, funding proposals, cases for support, discussion papers and internal and external reports. The Indigenous Programming Development Officer will support the team in relation to the organization's mission and strategic objectives.

## REQUIRED QUALIFICATIONS AND EXPERIENCE

- Some post-secondary education in a relevant field;
- Work-related experience and/or life experience;
- Be self-directed.
- Bilingualism highly desired

## 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;
- Experience working in International Cooperation, notably in research and programming;
- Basic knowledge of Monitoring and Evaluation frameworks in international development.

## RESPONSIBILITIES

- 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.

## 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;
- Possess and apply problem solving skills;
- Knowledge and sensitivity of the realities of Indigenous youth and historical and contemporary issues facing Indigenous communities;

## TO APPLY

Please send your CV and cover letter via email at: [jmichel@cwj-jcm.org](mailto:jmichel@cwj-jcm.org). In the object of your email, you need to indicate the job title: Indigenous Programming Development Officer

### 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.