

Associate Program Manager, Indigenous Reporters Program

Positions: (1) one

Location: JHR head office is located in Toronto, Ontario. This position offers flextime and the ability to work remotely for a portion of the week.

Application Deadline: Friday, January 4, 2019 at 11:59 p.m. EST

About you: As the ideal candidate, you will be a motivated self-starter who is passionate about Indigenous relations and storytelling in Canada. You excel at coordinating complex programs and strengthening project partnerships. You are creative and broad in your thinking. You may have experience balancing budgets and report writing but are keen to learn more and grow your skills. You have experience working in and/or with Indigenous communities and groups in Canada and are familiar with the current Indigenous political landscape. You are enthusiastic, proactive and passionate about your work, ready to grow needed skills and contribute to the JHR team.

Description of Position: The Associate Program Manager will coordinate Journalists for Human Rights' Indigenous Reporters Program (IRP), in consultation with and directly reporting to the Program's Senior Manager. IRP seeks to increase the quality and quantity of Indigenous stories and voices in Canadian media. The Associate Program Manager will collaboratively contribute to the leadership of all existing program activities, program development and expansion and, reporting. The Associate Program Manager will directly oversee the activities of the program's Field Coordinator. Specific responsibilities include:

- Overseeing and supporting the daily activities of the Field Coordinator (remotely).
- Coordinating all activities of the IRP through the full cycle of program development. This includes overseeing program implementation for current activities, contributing to proposal writing, program development, implementation, monitoring and evaluation and writing reports.
- Contributing to strategies for program expansion and growth.
- Working to maintain relationships with relevant funders, media partners, Indigenous organizations, communities, post-secondary institutions and other relevant groups.
- Consulting with and updating a program advisory committee on program activities and development.
- Working closely with staff to produce donor reports and updates.
- Maintaining budgets with multiple funders and funding deadlines.
- Leading social and communication material development for the program.
- Helping with research, proposal writing and aspects of other JHR programs as required.
- Assisting with general communication and fundraising initiatives for the organization.

Qualifications

Please note, JHR is seeking to hire an individual who demonstrates a strong combination of personal and professional skills needed to succeed in this role. The organization will provide training for technical elements listed (i.e. monitoring and evaluation processes, budget

management etc.) to support the selected candidate as needed.

- Demonstrated ability to be a motivated self-starter who is passionate about Indigenous relations and storytelling in Canada with a passion for coordinating complex programs and strengthening project partnerships.
- Post-secondary diploma/degree in program management, Indigenous studies, international development or related area of study.
- Experience working in or with Indigenous communities and/or Indigenous organizations.
- Experience working in fast-paced, diverse and dynamic teams where many team members are working remotely.
- Demonstrated ability to prioritize tasks in a time-sensitive environment, meet deadlines, and ensure high quality targets are delivered with a strong attention to detail.
- Demonstrated experience writing communications material.
- Experience in an NGO, not-for-profit environment (1-2 years).
- Experience in journalism and/or working with the media sector considered an asset.
- Proven commitment to JHR's core values and mission statement.
- Ability and willingness to travel within Canada.
- G-drivers license is an asset.
- **First Nations, Métis and Inuit applicants are strongly encouraged to apply.**

How to apply

Please send a cover letter (including salary expectations) and resume to irpmanager@jhr.ca by **Friday, January 4, 2019 at 11:59 p.m. EST.**

We thank all those who apply. Only shortlisted applicants will be contacted for an interview. Interviews will be conducted on a rolling basis, so applicants are encouraged to submit applicants before the deadline.