



Canadian Jesuits International

www.canadianjesuitsinternational.ca

JOB POSTING

INTERNATIONAL PROGRAM COORDINATOR

Canadian Jesuits International (CJI) is seeking a highly motivated, dynamic individual to coordinate the international program of CJI. The ideal candidate will have a deep commitment to social justice and working experience with international development and solidarity with 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, Latin America and the Caribbean, CJI supports programs in education, health, sustainable agriculture, livelihood support, refugees and humanitarian assistance. 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.

POSITION SUMMARY

Under the direction of the Executive Director, the Program Coordinator coordinates the work of CJI in the Global South: identifying 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 Program development and coordination

- Maintain ongoing relations with CJI's international partners in the Global South;
- Participate in setting CJI's priorities with respect to programming, regions and themes to be prioritized, potential partners and populations to be served;
- Contribute to CJI's analysis of the political, economic, environmental and social context affecting CJI's programs and integrate it into the program frameworks;
- Identify and develop new programs in accordance with CJI's programming framework and institutional priorities; collaborate on necessary steps to ensure their funding;
- Accompany international partners in the development of projects.
- Monitor the various stages of project development: identification, planning, management, monitoring and evaluation;
- Contribute to the standardization of systems and procedures in relation to international programming at CJI;
- Monitor CJI-funded projects in the Global South to ensure implementation of institutional procedures for program approval and reporting (including development of measurable objectives and success indicators, budgeting, financial reporting by objective, etc.) and compliance with contracts and expected results;
- Ensure that partners develop capacity to meet established quality standards.
- Develop program proposals and reports for funding agencies, including Canadian Government (GAC) and private foundations, using Results Based Management (RBM);
- Review project budgets and financial reports and execute funding agreements as required;
- 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 including preparation of agenda, presentation of proposals, and the acceptance of new partners or the conclusion of existing relations;
- Collaborate with 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 CJI's staff, 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.
- Collaborate with and participate in committees of the Jesuits in Canada as required.
- Perform other related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Commitment to international development and social justice issues.
- Working experience in the Global South.
- Proven ability to assess program needs, project design, RBM planning and reporting.
- Capacity to work cross-culturally and with people from a range of different faiths and traditions. Basic respect for and comfort working with Jesuit international partners, with a Roman Catholic audience and with Church institutions in Canada and internationally.
- Exceptional communication skills to build and nurture relationships with overseas partners to provide constructive feedback, guide the funding proposal process and provide 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.
- Excellent analytical and communications skills.
- University degree in a related field.
- Proficiency in English. Excellent working knowledge of Spanish and French is required.
- Ability and comfort with public speaking.
- Ability to work under pressure and meet deadlines.
- Proven administrative skills, including organization of work, reporting, data management.
- Strong computer skills in MS Windows, Word, Excel, 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 to up to 21 days).

OFFICE LOCATION: 70 St. Mary Street, Toronto

POSITION TYPE: Three year contract with benefits, renewable.
START DATE: Immediately
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 cji@jesuits.ca

Applications will be reviewed as they are received until a suitable candidate is found. We encourage you to apply early.

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.