

Program Director Job Description: Project Director

The Canadian Feminist Alliance for International Action (FAFIA) is currently hiring a Project Director for a three-year full-time contract to implement a project to (1) increase the knowledge of women, and women's rights/equality seeking organizations, about women's human rights, international and regional human rights instruments that guarantee those rights, and mechanisms for enforcing them; and (2) to assist them to integrate human rights standards and recommendations from international and regional human rights bodies into their work in Canada.

Background

FAFIA is a dynamic coalition of over forty women's and equality seeking organizations in Canada and Québec. The alliance was founded after the 4th World Conference on Women in Beijing in 1995. It is led by a Steering Committee of professional, academic, legal, and activist women in Canada.

FAFIA has recently been successful in securing project funding from Status of Women Canada to enhance the capacity of women and women's organizations; specifically, to integrate women's human rights, as set out in international and regional treaties, agreements, and norms, into their work on domestic policy and law reform initiatives. Its aim is to revitalize the capacity of feminist organizations and advocates to engage on policy matters that have an impact on women's equality rights using the standards that have been developed at the international level over the last fifty years.

FAFIA is seeking applications from qualified individuals for consideration for a full-time three (3) year contract for the position of Project Director.

Purpose of the Position

Under the direction of FAFIA's Steering Committee, the Project Director will provide leadership to the implementation of all aspects of the three-year project. The project is focused on increasing women's and women's rights/equality organizations' capacity to meaningfully participate in rights implementation through a combination of education, engagement, collaboration and advocacy work intended to achieve systemic solutions firmly rooted in substantive equality rights law.

The Project Director will ensure that the project activities are carried out as outlined in the funding agreement with Status of Women Canada and that all deliverables are met, including project and financial reporting requirements.

Duties will include fulfilling the goals of the Project, designing strategies for delivering the projects goals in creative, collaborative and inventive ways; hiring relevant staff, implementing the project strategies, regularly communicating with the FAFIA Steering Committee, managing the project's budget, supervising the project's staff, promoting the active engagement of the FAFIA membership in the project, representing the Project to the public, media, government and other relevant stakeholders, particularly other women's rights/ equality-seeking organizations; networking with relevant organizations as necessary for carrying out the project objectives, and developing consultations, webinars, workshops, reports and materials relevant to the project.

QUALIFICATIONS

An ideal candidate will have the requisite leadership capabilities and management skills to lead a significant multi-year feminist human rights project. This would ideally include significant knowledge of the landscape of human rights and women's organizations and issues in Canada; a strong background in intersectional/feminist analysis, solid knowledge of relevant human rights treaties, their reporting mechanisms, and recommendations; and the organizational skills to manage a small non-governmental feminist organization. This should include:

Experience with feminist/human rights issues

- Demonstrated commitment to public interest, human rights, and feminist issues
- Working knowledge of international human rights treaties' reporting mechanisms and other international and regional mechanisms
- Experience with conducting intersectional feminist analysis

Leadership & Partnerships

- Ability to design strategies, and work creatively to use human rights mechanisms and fora to advance women's human rights
- Ability to establish and maintain effective relationships with staff, members, groups, funders and partners, volunteers, and community groups
- Ability to mentor and support the capacity of FAFIA members and partners to meaningfully participate in rights implementation
- Experience representing an organization's interests to other rights organizations, media, government, and the public
- Experience working within a collaborative framework (for example, with coalitions, advisory boards, and multiple stakeholders) including organizing and leading discussion in workshops and webinars

Management & Financial Experience

- Experience in the management or coordination of a non-profit organization, non-governmental organization, or charity, and experience with financial/budgetary management, ideally with a social justice background
- Grant/proposal/report writing experience
- Excellent organizational skills including time management, prioritization, independent worker, action plan development, goal setting and monitoring, decision making, progress reporting
- Excellent interpersonal and communication (oral, written and social media) skills, including cross-cultural skills, fluency in English is required, fluency in French is an asset
- Strong skills using programs such as Microsoft Word, Excel, Powerpoint, Twitter, Facebook, WebEx or other web-based communication platforms an asset
- Experience in accessible and inclusive communication is an asset
- Travel flexibility required; ability to obtain a valid passport required

Terms

This position is a full-time three-year contract. A competitive salary and benefits package, appropriately related to experience will be offered. **Please send a letter of interest (that specifically addresses how your skills and experience meet the qualifications section above) and cv to the attention of the hiring committee at communications@fafia-afai.org before 4pm on January 13th, 2019.** Please ensure you put “Project Director” in the subject line of the email. Successful candidates will be contacted for an interview.

Indigenous women, racialized women, women with disabilities, women from gender and sexually diverse communities and/or women with intersecting oppressions are strongly encouraged to apply.