



**EXTERNAL JOB POSTING
FEBRUARY 20, 2018**

KAIROS: CANADIAN ECUMENICAL JUSTICE INITIATIVES IS AN ECOLOGICAL JUSTICE AND HUMAN RIGHTS ORGANIZATION OF TEN CANADIAN CHURCHES AND RELIGIOUS ORGANIZATIONS.

POSITION TITLE: Latin America Partnerships Coordinator

REPORTS TO: Partnerships Manager

OFFICE LOCATION: Toronto

CLASSIFICATION: 10 month, full time contract to January 31, 2019
\$55,619, plus 10% in lieu of benefits and 4% in lieu of vacation

STARTING DATE: April 15, 2018

Purpose of This Position

In the context of KAIROS' vision and mission, the Latin America Partnerships Coordinator will contribute to program development and coordination, education and capacity building, advocacy and policy development, in support of KAIROS' objectives for global justice. S/he will be responsible for the Latin America program within KAIROS' *Women, Peace and Security* initiative and for the partnership, education and advocacy work related to KAIROS and its Latin American partners.

RESPONSIBILITIES

Program and Policy Development and Advocacy

- Contribute to the implementation and management of KAIROS' program initiatives in the area of global partnership, particularly women, peace and security.
- Bring Latin American partner perspectives and recommendations to relevant KAIROS policies, discussion forums, and advocacy initiatives.
- Prepare policy briefs, letters, and advocacy strategies relevant to priority countries in Latin America.
- Collaborate with Canadian NGOs and human rights organizations, ecumenical bodies, and other groups to help build public pressure for change in federal government legislation and policies related to global justice issues.
- In collaboration with relevant KAIROS staff, monitor and analyze Canadian government and international policy issues related to priority countries in Latin America and to women, peace and security.

Partnership

- Work with other partnerships staff on capacity building and training activities for Southern partners.
- Working within the framework of program directions approved by the Partnerships Manager and in close collaboration with relevant KAIROS staff and KAIROS partners, develop, implement and manage KAIROS' partnership program for the Latin America.
- Plan, implement and manage the funding allocations and disbursements for Latin American partners and provide narrative and budget reports. Manage all required documentation.
- Travel as required to monitor and evaluate KAIROS' Latin America or overall *Women, Peace and Security* program and to consult with the program partners on issues of mutual interest.

Building Solidarity

- Facilitate, upon request, the exchange of information and resource materials between KAIROS and Canadian and overseas organizations and networks.
- Act as a spokesperson for KAIROS' work with its Latin America partners.
- Assist in the development of related educational and campaign resources, the facilitation of workshops and other educational/mobilization activities, and the provision of information and material for the KAIROS website.
- Assist with the planning and coordination of partner visits.
- Contribute to the development and strengthening of partnerships with Latin America or *Women, Peace, and Security* solidarity groups and organizations in Canada.
- Assist in movement building by educating, mobilizing and supporting KAIROS members and networks as related to global partnerships.

Other duties

- Contribute to KAIROS' fundraising initiatives.
- Other duties as assigned by the Partnerships Manager

REQUIREMENTS

- Commitment to the mission and values of KAIROS
- Demonstrated knowledge and five years of relevant experience in the area of global justice and solidarity
- Demonstrated knowledge and five years of relevant experience related to Latin America or to gender justice
- University degree in political science or other relevant degree
- Ability to understand and present work in a Christian context
- Proven analytical skills
- Ability to work collaboratively with churches, Canadian and Southern partners
- Demonstrated understanding of how civil society can effect social transformation
- Demonstrated excellence in written and oral communications, especially public presentations
- Demonstrated excellence in program management and writing, including grant proposals and report writing
- Proven budgeting and financial accountability and reporting skills, including on government grants
- Ability to work in a collegial team supervised by a Manager
- Good skills in Microsoft Office
- Ability to travel overseas and in Canada for periods of 1-3 weeks and carry out some weekend work
- Proficiency in Spanish required; French or another language would be an asset

This is a position in a unionized workplace, covered by a Collective Agreement.

Application deadline: March 12, 2018 @4:00 pm

Please provide a résumé and a cover letter in which you briefly summarize your suitability for this position.

We encourage Indigenous people, visible minorities, and people with disabilities to identify this information in their application as we are actively attempting to address employment barriers for these groups.

Please email applications to Devora Cascante: dcascante@kairoscanada.org.