



JOB POSTING

Position Title:	Program Officer
Position Term & Type:	Full time; Term position with possibility of renewal
Location:	Ottawa, Canada
Estimated Start Date:	May 20, 2019 (flexible)
Application Deadline:	May 13, 2019
Language profile:	Fluency in English and Spanish essential; French and Portuguese assets

ABOUT PARLAMERICAS

ParlAmericas is the inter-parliamentary institution that promotes parliamentary diplomacy in the inter-American system. Convening the national legislatures from North, Central and South America and the Caribbean, ParlAmericas works to strengthen democratic governance in the hemisphere by enhancing the ability of legislators to fulfill their roles and responsibilities through exchanges of good practices, the production of tailored resources, and by promoting cooperative political dialogue between parliaments and with civil society organizations at a regional and national level.

ParlAmericas is a small, dynamic, open-concept office environment, requiring good communication and close collaboration amongst all ParlAmericas staff. Program delivery will require occasional travel and some irregular work hours.

PRIMARY RESPONSIBILITIES

- Draft, edit, lay-out and/or review: official correspondence, activity reports, briefing materials, website content, speaking points, political statements and other project delivery materials related to ParlAmericas work;
- Support program teams in the logistical arrangements and implementation of ParlAmericas activities (training sessions, conferences, missions and inter-parliamentary meetings);
- Maintain an up-to-date understanding of political dynamics, legislative initiatives, and priorities across Latin America and the Caribbean related to ParlAmericas thematic pillars;
- Maintain project files (electronic and hard copy archiving) and contribute to database updates
- Translate, review and edit translations in ParlAmericas languages as required;
- Support team members and take on tasks as required for the delivery of ParlAmericas programming across all thematic pillars;
- Travel as required to support implementation of project activities.

QUALIFICATIONS

- Fluency in Spanish essential; excellent command of written and spoken English; working knowledge of French and/or Portuguese, an asset
- **Demonstrated excellence in verbal and written communication skills in Spanish**, including the ability to compose original material, to analyse and synthesise complex information, to edit and proofread, with superb attention to structure, grammar and other details
- Demonstrated ability in working with a variety of media, including traditional and social media
- Minimum of undergraduate university degree in a relevant field

- Minimum 3 years relevant professional experience
- Exceptional organizational skills
- Knowledge of MS software applications (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team using initiative and judgment
- Ability to work under short deadlines and balance multiple activities and demands in a politicized atmosphere
- Availability for travel abroad, when required
- Experience working in a parliamentary precinct an asset
- Eligible to work in Canada

Please send your C.V. in English, and a writing sample in Spanish, no later than May 13, 2019 to info@parlamericas.org

ParlAmericas is an equal-opportunity employer, offering competitive compensation and a stimulating, professional work environment. Visit us at www.parlamericas.org.