



JOB POSTING

Position Title:	Program Officer
Position Term & Type:	Full time; Term position
Location:	Ottawa, Canada
Estimated Start Date:	Monday March 2, 2020 (flexible)
Application Deadline:	Sunday February 16, 2020
Language Profile:	Fluency in English and working proficiency in Spanish essential; French and Portuguese assets
Supervisor:	Deputy Director, Open Parliament and Sustainable Development

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 programming is focused around three main issues: gender equality, open parliament and climate change.

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.

This position is part of the Open Parliament and Sustainable Development team, which coordinates ParlAmericas' programming on [open parliament](#) (transparency, accountability, public participation and ethics), [climate change](#) and the sustainable development goals.

PRIMARY RESPONSIBILITIES

- Research, draft, edit and review publications;
- Draft, edit, lay-out and review: official correspondence, activity reports, briefing materials, website content, speaking points, political statements and other project delivery materials related to ParlAmericas work;
- Perform research and support the development of content for program activities, including training and conference sessions, and online tools for parliaments;
- Adapt and upload the content of publications to the [ParlAmericas Open Parliament Portal](#);
- Translate, review and edit translations in ParlAmericas languages as required;
- Maintain an up-to-date understanding of political dynamics, legislative initiatives, and priorities across the Americas and the Caribbean related to ParlAmericas thematic pillars;
- Develop social media content related to ParlAmericas activities and initiatives relevant to ParlAmericas programming in the hemisphere;
- Maintain project files (electronic and hard copy archiving) and contribute to database updates;



- Support the logistical arrangements (including coordinating travel arrangements of participants) and the implementation of ParlAmericas activities (training sessions, conferences, missions and inter-parliamentary meetings);
- 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 English and working proficiency in Spanish essential; working knowledge of French and/or Portuguese would be an asset
- Demonstrated excellence in verbal and written communication skills in English (and Spanish at an advanced level), 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
- Minimum 3 years relevant professional experience in a field relevant to public governance, parliament, open government, climate change or sustainable development
- Minimum of undergraduate university degree in a relevant field
- Exceptional organizational skills
- Knowledge of MS software applications (Word, Excel, PowerPoint)
- Experience with design software (Publisher, InDesign) and/or website content management (WordPress or Django Python) would be an asset
- 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 would be an asset
- Eligible to work in Canada

Please send your C.V. and a cover letter (max 400 words) in English, and a short writing sample in Spanish, no later than February 16, 2020 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.