



PROJECT ASSISTANT

Position Title: Project Assistant
Location: Ottawa, Canada / Remote
Language Profile: Fluency in English and working proficiency in Spanish required (French and/or Portuguese skills are assets)
Estimated Start Date: August 29, 2022 (flexible)
Application Deadline: August 14, 2022

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.

POSITION SUMMARY:

ParlAmericas is hiring a Project Assistant to work with our dynamic team in advancing democratic governance across Latin America and the Caribbean through support to parliaments and civil society in areas of gender equality, legislative openness, climate change and sustainable development.

Are you a highly organized person with strong administrative and communication skills and attention to details? Do you enjoy working in a fast-paced environment and with diverse stakeholders? Do you have a background in international development or parliamentary support work? If so, we are looking for you.

As Project Assistant you will provide administrative and other support to the planning, delivery and evaluation of virtual and in-person activities with parliaments and civil society across ParlAmericas programming. You will also support the layout of communications materials, resources and tools and their dissemination to stakeholders through updates to the ParlAmericas website, online community platforms, and database of contacts. Training with relevant software will be provided, where relevant, to perform assigned tasks. Strong attention to detail and an ability to multitask and work effectively both independently and as part of a team are required for this role. An academic background and/or work experience in international development, diplomacy and/or with parliaments will be considered strong assets. Applicants who are bilingual in English and Spanish will be prioritized, with Portuguese or French skills considered assets.



DESCRIPTION OF DUTIES:

- Support administrative and logistical arrangements related to the planning, delivery and follow-up from ParlAmericas activities (webinars, training sessions, conferences, presentations at regional and international fora, external meetings, etc.). For virtual activities, this includes creating registration pages, evaluation forms and individual Zoom access links and invitations, responding to participant inquiries for technical and other support, running slide decks, note-taking and disseminating follow-up materials. For in-person activities, this also includes support to travel and other logistical arrangements.
- Support the editing, layout and review of activity and annual reports, newsletters, web articles, social media posts, press releases, handouts, agendas, PowerPoint presentations, podcast and video scripts, and other communication and activity-support materials.
- Support tasks related to the collection, review and database entry of participant lists, evaluation forms, online surveys and other Monitoring & Evaluation methods.
- Support quality assurance and content posting to the ParlAmericas website and online spaces.
- Review, edit and validate outsourced translations; translate short texts in-house when required.
- Maintain project files and update contact database and other information management systems.
- Perform research and assist with development of materials to support activities, tracking of key legislation and parliamentary business, maintenance of dashboards on effective gender equality practices, open parliament commitments, and climate change policies.
- Participate in weekly team meetings and take on other tasks as required for the delivery of ParlAmericas programming across all thematic pillars.

QUALIFICATIONS:

- Fluency in English and working proficiency in Spanish essential; working knowledge of French and/or Portuguese are an asset.
- Undergraduate degree or commensurate work experience related to international development, public administration and/or diplomacy. Past work with parliaments is considered a strong asset.
- Strong digital literacy skills particularly with MS software applications and Zoom, and an interest in learning new software. Experience with design, layout and/or data visualization software, and web content management are assets.
- Strong verbal and written communication skills, including abilities to synthesize information with superb attention to structure, grammar and other details.
- Excellent time management skills and ability to work under pressure both independently and as part of a team.
- Familiarity and commitments towards gender equality principles and practices.
- Political acumen and diplomacy skills in cross-cultural contexts. An understanding of political, cultural and social realities in the Caribbean and Latin America would be an asset.
- An academic background and/or work experience in international development, diplomacy or with parliaments will be considered strong assets.



WORKING CONDITIONS:

The International Secretariat of ParlAmericas is headquartered in Ottawa, Canada; its office is currently operating virtually, requiring strong communication and collaboration among all ParlAmericas staff, as well as a reliable internet connectivity.

This position may require some irregular work hours, as well as international travel in the Americas and Caribbean region.

TO APPLY:

Please send your C.V. and a cover letter no later than August 14, 2022 to info@parlamericas.org with the subject header "Project Assistant."

Applications will be considered on an ongoing basis. Interested candidates are therefore encouraged to apply before this deadline. Only shortlisted candidates will be contacted. No phone calls please.

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