



PROGRAM OFFICER

Position equivalence:	Program Officer
Location:	Remote (Western Hemisphere)
Language profile:	Full working proficiency in English and Spanish required. Skills in Portuguese or French are an asset.
Start Date:	February 12, 2024 (flexible)
Application deadline:	January 21, 2024 (applications will be considered on an ongoing basis)

ABOUT US

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.

POSITION SUMMARY

ParlAmericas is hiring a contract position to work with our dynamic team in advancing democratic governance across Latin America and the Caribbean through support to parliaments and civil society organizations.

The qualified candidate will provide programmatic and administrative support for the delivery of select ParlAmericas activities focused on Climate Change and Disaster Risk Reduction, Open Parliament, Gender Equality, and Sustainable Development issues. They will contribute to the planning and delivery of meetings and to the development of training materials and other technical resources to support legislative work. Duties will involve individualized and responsive work with parliamentarians and parliamentary staff, in addition to coordination with local and international organizations, especially women's organizations, and youth activists from across the region.

RESPONSIBILITIES

- Contribute to the planning and delivery of virtual and in-person activities for Latin American and Caribbean parliaments in accordance with the requirements of ParlAmericas projects funded by Global Affairs Canada.
- Draft and review correspondence with parliamentarians and other stakeholders, ensuring that proper protocols are used.
- Maintain project files, a directory of contacts and contribute to database updates.
- Support content development and administrative and logistical arrangements for in-person and virtual activities.

- Research / draft / review publications, declarations, political statements, speeches, reports, briefings, website content, etc. as needed, with particular attention to clarity of writing and formatting, and consistency in the positioning, political neutrality and voice of the organization.
- Support team members at the ParlAmericas Secretariat in providing responsive (request-based) technical support to parliamentary stakeholders, including parliamentarians and technical staff.
- Support data collection for project Monitoring and Evaluation and for databases on good practices for parliaments.
- Contribute to the development and strengthening of partnerships with regional and international organizations and agencies and identify opportunities for coordination and knowledge-sharing with key stakeholders.
- Review, edit and validate outsourced translations; translate short texts in-house when required.
- Support team members and take on other tasks and duties as required for the delivery of ParlAmericas programming.
- Travel as required to support implementation of project activities.

QUALIFICATIONS

- Minimum 5 years of relevant work experience in support of parliaments and/or international development projects. Work experience in Latin America or the Caribbean is an asset.
- Strong interpersonal communication and clear, concise writing abilities in English and Spanish.
- Strong understanding of electoral politics, socio-economics and culture in Latin America. A similar familiarity with the Caribbean region is a strong asset.
- Commitment to gender equality and intersectional analysis and the capacity to translate its concepts into inclusive working methods for different target audiences.
- Experience fostering positive working relationships in web-based and in-person environments. Experience working with elected officials, civil society and young people is an asset.
- Tact and diplomacy skills in politicized, multi-partisan environments.
- Ability to work remotely in a self-directed manner with minimal supervision and as part of an inter-cultural, virtually-connected team.
- Strong initiative and the ability to problem-solve and adapt swiftly, and with good judgment, to shifting priorities.
- Strong digital literacy and experience with the delivery of webinars for international audiences using Zoom and other tools for interactive online training sessions.
- Exceptional attention to detail, organization, and time management skills.

WORKING CONDITIONS AND ENVIRONMENT

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

This contract 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., a cover letter in Spanish, and a short writing sample in English no later than January 21, 2024 to info@parlamericas.org with the subject header "Program Officer."

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.