



EXTERNAL JOB POSTING

**PLEASE SEND A RÉSUMÉ AND COVER LETTER TO CAROLINE GRINNELL BY APRIL 7, 2021 AT 4:00PM (EASTERN TIME)
(cgrinnell@kairoscanada.org)**

POSITION TITLE: Global Partnerships Coordinator: Africa and Climate Justice

REPORTS TO: Partnerships Manager

OFFICE LOCATION: Toronto or Ottawa

CLASSIFICATION: **Full Time permanent – Union Position**

STARTING DATE: May 1, 2021

CLASSIFICATION: Starting salary \$57,527 (Level 11)

KAIROS is an ecological justice and human rights organization that includes ten Canadian churches and religious organizations. We are Indigenous, settlers and newcomers in Canada, working with people of faith or conscience around the world for social transformation.

At this time, KAIROS is seeking a dedicated, highly organized, relational, Global Partnership coordinator who will work with the Partnership Team, other KAIROS staff and global partners to coordinate and support KAIROS' Africa partnerships programs, cross-cutting issues of climate change and global partnerships and overall monitoring and evaluation reporting.

Purpose of this Position

In the context of KAIROS' vision and mission, the Global 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. The successful candidate will be responsible for the partnership, education and advocacy work related to KAIROS' Africa partnerships, cross-cutting issues of climate change and global partnerships and supporting overall monitoring and evaluation reporting.

RESPONSIBILITIES

Program and Policy Development and Advocacy

- Contribute to the implementation and management of KAIROS' program initiatives in the area of global partnerships.
- Bring Africa partners' perspectives and recommendations to relevant KAIROS policies, discussion forums, and advocacy initiatives.
- Prepare proposals, policy briefs, letters, and advocacy strategies relevant to Africa partnerships.
- Prepare proposals, policy briefs, letters, and advocacy strategies relevant to global partnerships and climate change.
- 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 Africa, women, peace and security and climate justice.

Partnership

- Working with other partnerships staff, coordinate the monitoring and evaluation reporting related to the *Women, Peace and Security* contribution agreement.
- Working within the framework of program directions approved by the Partnerships Manager and in close collaboration with KAIROS Ecological Justice Coordinator and KAIROS partners, help coordinator advocacy, education and proposals related to global partnerships and climate justice.
- 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' partnerships program for Africa.
- Plan, implement and manage the funding allocations and disbursements for Africa partners and provide narrative and financial reports. Manage all required documentation.
- Travel as required to monitor and evaluate KAIROS' Africa or overall *Women, Peace and Security* programming and consult with the program partners on issues of critical concern and mutual interest.

Building Solidarity

- Facilitate, as appropriate, the exchange of information and resource materials between KAIROS and Canadian and overseas organizations and networks.
- Act as a spokesperson for KAIROS' work with Africa partners and in relation to global partnerships and climate change.
- 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 Africa and global climate justice partner visits to Canada and KAIROS delegations to Africa.
- Contribute to the development and strengthening of partnerships with solidarity groups, diasporic communities and organizations in Canada in relation to Africa partnerships, global partnerships, and climate change.
- Assist in movement building by educating, mobilizing, and supporting KAIROS members and networks in relation to global climate justice and Africa 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 Africa, gender justice and climate change issues.
- Demonstrated knowledge and experience of results-based management monitoring and evaluation reporting.
- University degree in International Development, Social Sciences, Education, or other relevant education.
- Ability to understand and present work in a Christian context
- Proven analytical skills.
- Ability to work collaboratively with churches, Canadian and global South partners.
- Demonstrated understanding of how civil society can effect social transformation.
- Demonstrated excellence in written and oral communications, especially public presentations.
- Demonstrated excellence in time management, program management and writing, including grant proposals.
- 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.
- Demonstrated fluency in French is required; proficiency in another language would be an asset.
- Demonstrated capacity to work within an anti-oppressive framework.

Please share your reasons and intent for applying, including why and how you believe you are qualified. Please share in sufficient detail your experience, knowledge, leadership, and the connections between your experience and knowledge and responsibilities of this position. Also, please provide three community and / or professional and / or academic references who are able to comment on your relevant experience, knowledge and leadership.

Please email your application with **Global Partnership Coordinator** in the subject line to Caroline Grinnell (cgrinnell@kairoscanada.org) by Wednesday April 7, 2021 at 4pm (Eastern Time)

KAIROS is committed to a diverse workforce, where barriers to employment for marginalized communities are eliminated. Therefore, we invite persons from federally recognized employment equity groups--Indigenous peoples, women, persons with disabilities, and/or persons from racialized communities--to self-identify in their application.

Please indicate if you need accommodation in order to participate in the application and/or interview process.