

Job Title: **Program Officer**

The Coalition for Women in Government is a non-partisan organization dedicated to advancing women's leadership in the political, civic, and democratic life of PEI. Our vision is for better outcomes for PEI from leaders as diverse as the population. The Coalition is committed to working collaboratively in the community and planning its actions based on the best evidence and analysis available, always with an intersectional feminist lens

The PEI Coalition for Women in Government is seeking a Program Officer to coordinate the implementation of various projects throughout the year.

**Accountable to:** Executive Director

**Contract Duration:** 12-month contract with possibility of extension

**Pay rate:** \$22 to \$24/per hour commensurate with qualifications

**Hours:** Full-time

Program Officer Job Responsibilities:

*Project Planning and Design*

- Consult with the Executive Director and prepare project proposals. This includes defining the project goals, objectives, risks, assumptions, staffing requirements, roles and responsibilities, work breakdown structure, milestones, and deliverables for each project.
- Use a structured evidence-based approach to address decisions, considering both facts and opinions. Escalate to Executive Director when appropriate, document decisions made and follow up to ensure.
- Conduct secondary research to identify best practices and alternative approaches to achieving project outcomes.
- Allocate and manage financial and human resources to projects ensuring time, quality, and cost parameters are adhered to and within the scope of approved budgets.
- Develop forms and records to document and track project activities.
- Archive project documentation, create reference libraries, and compile lessons learned.

*Project Delivery*

- Provide training and facilitation services to meet organizational needs as required.
- Adheres to the principles of adult learning such as ensuring programs include self-direction, utilization of life experience, goal orientation, and relevancy orientation.

- Conducting note-taking, taking down minutes, and other record keeping as necessary.
- Other duties as required

Skills and Experience:

- Understanding of intersectional feminist approaches and Gender & Diversity lenses.
- Knowledge of social justice and feminist issues in PEI and beyond.
- Understanding of and ability to work from a strength-based and client centered approach.
- Proven community development and networking skills.
- Ability to work independently and in a team environment.
- Strong interpersonal skills and ability to work in a fast-paced team environment.
- Relevant post-secondary degree, or equivalent combination of work experience.
- Experience working with non-profit organizations is an asset.
- Bilingualism is an asset.

Equity Statement

People from marginalized communities, including but not limited to women, indigenous people, people with disabilities, people of colour, queer and trans people, people who have migrated, refugee, or immigrant and people of low socioeconomic status are especially encouraged to apply. Please indicate in your cover letter if you consider yourself to be a member of a marginalized community and would like to be considered as such for the purpose of this hiring process. If you require accommodation at any stage of the hiring process, please let us know.

A complete application will include a cover letter and a resume highlighting relevant experience and skills, to be submitted as a PDF by email ONLY to [peiwomeningovernment@gmail.com](mailto:peiwomeningovernment@gmail.com) by 5:00 p.m. ADT on Friday, August 11, 2023. Only applicants who are asked for an interview will be contacted.