



GLOBAL CENTRE FOR
PLURALISM CENTRE
MONDIAL DU
PLURALISME

TERMS OF REFERENCE

Program Assistant | Global Pluralism Award Program

Position: Program Assistant, Global Pluralism Award

Term Duration: 2 year term contract, renewable

Posting Period: August 1 to 31, 2020

Location: Ottawa, Ontario (ability to work from home during COVID-19)

Start Date: By October 1, 2020

ABOUT THE CENTRE:

Founded by His Highness the Aga Khan in partnership with the Government of Canada, the [Global Centre for Pluralism](#) is an international research and education centre located in Ottawa, Canada. Through research, education and knowledge exchange, the Centre advances positive responses to the challenge of living peacefully and productively together in diverse societies. The Centre's vision is a world where human differences are valued and diverse societies thrive.

The Centre's programs include the [Global Pluralism Index](#), a tool for measuring societies' treatment of diversity and tracking trends over time to support the development of more inclusive policies and practices around the world; the [Global Pluralism Award](#), which celebrates and supports the work of worldwide champions working to build more peaceful, inclusive societies that respect differences; and initiatives in [Education](#) that support teachers to advance pluralism in their classrooms and through their curricula.

For more information about the Centre, please visit www.pluralism.ca.

ROLE AND RESPONSIBILITIES:

The Global Pluralism Award (“the Award”) celebrates and supports efforts and achievements that advance pluralism. The Award is given every two years to individuals, organizations, government bodies and private sector actors, from any country, that demonstrate exceptional and sustained achievement in building more inclusive societies in which human diversity is protected and valued. In addition to a financial Award, the Centre works with Award winners to develop a program of in-kind support and engagement. This may include communications support, opportunities to engage in the research and educational activities of the Centre or engagement in joint initiatives in their countries.

The Centre requires a full-time Program Assistant to support overall program effectiveness. Working closely with the Award Program Officer and reporting to the Manager of Programs, the Assistant will be responsible for the following:

- Provide general logistical and administrative support to the Award program;
- Support the management of program budget, expenditure tracking and preparation of financial documentation;

- Support program reporting and assist with the preparation, monitoring and reporting for grant agreements;
- Support Award promotion, outreach and engagement with Canadian and global audiences;
- Support Award selection processes, including processing nominations, reviewing and filing documentation, and writing reports;
- Manage the Award website and online nomination system;
- Support the Communications team with social media posts, video editing, print materials and e-newsletters;
- Support the work of consultants, graphic designers, videographers, web developers, translators, copy-editors and other service providers;
- Support the organization of online events including webinars, forums and training sessions;
- Provide logistical and production support for public events, including the Award ceremony, alumni meetings and regional events (A/V, travel arrangements, invitations, registration, photography, post-event follow-up, etc.);
- Manage Award distribution and guest lists;
- Support other related duties as defined by the Manager of Programs.

SKILLS AND EXPERIENCE:

The ideal candidate will be a dynamic, resourceful and detail-oriented individual who is committed to the values of pluralism as a positive response to diversity.

Specifically, this individual will possess:

- Undergraduate degree in social sciences, international development, public policy, migration studies, conflict studies or any other relevant discipline or a combination of training and experience related to the position;
- 1-3 years of experience in a non-profit or international organization supporting social change, international development or public policy;
- An understanding of pluralism;
- Experience providing logistical support for events;
- Proven administrative, time management and organizational skills;
- Strong attention to detail;
- Demonstrated ability to simultaneously work on multiple projects, prioritize tasks and maintain accurate records;
- Good interpersonal skills and demonstrated ability to develop and maintain effective work relationships with colleagues;
- Strong initiative, flexibility in working hours, and ability to work independently;
- Exceptional writing skills in English;
- Strong communications skills, able to build relationships with service providers and program stakeholders;

Assets:

- Experience with Wordpress and email marketing solutions (i.e. Mailchimp);

- Experience with customer relationship management software (e.g. Keela, DonorPro, Raiser's Edge);
- Bilingualism (English and French);
- Knowledge of other languages.

HOW TO APPLY:

At the Global Centre for Pluralism, we aim to embody respect for diversity in who we are and everything we do. We encourage people from diverse backgrounds to apply, because we believe this diversity makes the Centre and our work richer. We are an equal opportunity employer, and do not discriminate on the basis of race, colour, indigeneity, religion, sex or gender identification or expression, age, disabilities, or citizenship. We also welcome applicants to self-identify in their cover letter, if they wish to do so.

The Centre is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). Should you require any accommodations at any point during the application and hiring process, please contact careers@pluralism.ca. Information related to accommodation will be treated as confidential.

Applications may be submitted via email to careers@pluralism.ca with the subject line "Award Program Assistant". Each applicant should include a cover letter and a resume highlighting relevant experience.

Closing date for applications is August 31, 2020. Candidates must be eligible to work in Canada. Please note that only shortlisted candidates will be contacted.