



EXTERNAL JOB POSTING

JULY 2, 2019

KAIROS IS A MOVEMENT OF PEOPLE OF FAITH AND CONSCIENCE--INDIGENOUS, SETTLER AND NEWCOMER--WHO SHARE A COMMITMENT TO ECOLOGICAL JUSTICE AND HUMAN RIGHTS IN CANADA AND BEYOND. THROUGH KAIROS, TEN CANADIAN CHURCHES AND RELIGIOUS ORGANIZATIONS WORK TOGETHER IN FAITHFUL ACTION.

POSITION TITLE: Global Partnerships Coordinator

REPORTS TO: Partnerships Manager

OFFICE LOCATION: Toronto

CLASSIFICATION: 12month, full time contract to August 1, 2020
\$56,454, plus 10% in lieu of benefits and 4% in lieu of vacation

STARTING DATE: August 1, 2019

CLASSIFICATION: Level 11

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. S/he will be responsible for South-South program within KAIROS Women, Peace and Security program and for the partnership, education and advocacy work related to KAIROS and its Israel-Palestine and Philippines partners.

RESPONSIBILITIES

Program and Policy Development and Advocacy

- Contribute to the implementation and management of KAIROS' program initiatives in the area of global partnership, particularly women, peace and security.
- Bring Israel-Palestine and Philippine partner perspectives and recommendations to relevant KAIROS policies, discussion forums, and advocacy initiatives.
- Prepare policy briefs, letters, and advocacy strategies relevant to the Philippines and just peace in Israel Palestine.
- 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 the Philippines, Israel-Palestine and women, peace and security.

Partnership

- Working with other partnerships staff, coordinate South-South initiatives as related to the *Women, Peace and Security* contribution agreement.
- Working with other partnerships staff, plan and implement capacity building and training activities for Southern partners.
- 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' partnership program for the Philippines and Israel-Palestine.
- Plan, implement and manage the funding allocations and disbursements for Philippines and Israel-Palestine partners and provide narrative and budget reports. Manage all required documentation.
- Travel as required to monitor and evaluate KAIROS' Philippines and Israel-Palestine or overall *Women, Peace and Security* program and to consult with the program partners on issues of mutual interest.

Building Solidarity

- Facilitate, upon request, the exchange of information and resource materials between KAIROS and Canadian and overseas organizations and networks.
- Act as a spokesperson for KAIROS' work with its Philippines and Israel-Palestine partners.
- 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 partner visits.

- Contribute to the development and strengthening of partnerships with the Philippines, Israel-Palestine and *Women, Peace, and Security* solidarity groups and organizations in Canada.
- Assist in movement building by educating, mobilizing and supporting KAIROS members and networks as related to global 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 the Philippines, Israel-Palestine and to gender justice.
- University degree in political science or other relevant degree
- Ability to understand and present work in a Christian context
- Proven analytical skills
- Ability to work collaboratively with churches, Canadian and Southern partners
- Demonstrated understanding of how civil society can effect social transformation
- Demonstrated excellence in written and oral communications, especially public presentations
- Demonstrated excellence in 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.
- Proficiency in Arabic or French an asset

This is a position in a unionized workplace, covered by a Collective Agreement.

Application deadline: July 19, 2019 @4:00 pm

Please provide a résumé and a cover letter in which you briefly summarize your suitability for this position.

We encourage Indigenous people, visible minorities, and people with disabilities to identify this information in their application as we are actively attempting to address employment barriers for these groups.

Please email applications to Susan James: sjames@kairoscanada.org.

Please include the position title in the subject line of your email.