



## Program Officer Vacancy

### Background

With Canada's new Feminist International Assistance Policy, there is an exciting potential to build the quality and quantity of support going to women's rights organizations in the global South. The MATCH International Women's Fund and Nobel Women's Initiative are engaged in policy analysis, dialogue and advocacy to scale up the support going to women's rights organizations and movements. We're looking for an energetic, talented, analytical, and organized individual to work with us.

The MATCH Fund is Canada's first and only International Women's Fund. We support grassroots women's rights organizations to dismantle barriers, challenge perceptions and, ultimately, transform society. It is an exciting time to join the organization and play a significant role in our growth and development.

**What we offer:** 4 months, 40%-time contract as part of our dynamic, small-but-mighty team. Starting as soon as possible. Compensation commensurate with experience, prorated from the annual rate of \$50,000 - \$55,000.

**The challenge:** Under the leadership of the Policy Lead and in collaboration with the Nobel Women's Initiative team, the selected candidate will assist with coordination, analysis, logistical support, and campaigning. The position is a mix of logistical support (including logistical responsibility for a major meeting in November/December, setting up meetings, taking notes), outreach & communications, and analytical support (summarizing documents, scanning international news and reports, providing input into thought pieces, helping to craft key messages, etc.).

### Required qualifications, skills and experience

- Ability to relate to officials, politicians and convey key messages;
- Experience in planning events, juggling schedules and attention to details;
- Experience working/volunteering with a feminist/women's organization;
- Excellent use of Office suite;
- Strong writing/communication skills;
- Ability to work under pressure;
- Bilingual French/English (additional 3<sup>rd</sup> language such as Spanish or Arabic is highly desirable).

### Desirable qualification, skills and experience

- Passion for women's rights;
- Experience in policy dialogue with both government and elected officials;
- Experience with project management;
- Experience in the women's funding movement.
- Masters Degree in Development Studies, Gender/Feminist Studies, or Global Studies;