



GLOBAL CENTRE FOR PLURALISM

Program Officer, Global Analysis Program

Position: Program Officer

Term Duration: Permanent

Location: 330 Sussex Drive, Ottawa, Ontario (*ability to work from home as needed during COVID-19*)

Application Deadline: 2 October, 2022

Salary Range (Yearly): \$60,000 - \$65,000

Benefits: Comprehensive health and dental coverage; Paid sick and personal days; Paid vacation leave; An RRSP contribution program after 1 year of employment; Parental leave top-up after 1 year of employment; Relocation allowance, where applicable.

About the Centre:

The [Global Centre for Pluralism](#) is an independent, charitable organization founded by His Highness the Aga Khan and the Government of Canada.

By joining the Centre, you will become a member of a committed staff that values collaboration and creativity, and deeply cares about the work we do. At the Centre, we believe that societies thrive when differences are valued. Our mission is to influence perspectives, inform policies and inspire pathways to advance pluralism.

Our work supports societies looking to address injustice, inequality and exclusion, while remaining grounded in the contexts and lived experiences of each place. We work with policy leaders, educators, and community builders around the world to amplify and implement the transformative power of pluralism.

We are fortunate to work in a beautifully restored, spacious heritage building in downtown Ottawa at 330 Sussex Drive. Currently, we are taking a flexible, hybrid approach to work, with options to accommodate a mix of in-person and remote work.

About the Global Analysis Program:

The Global Analysis Program advances applied research on the sources of inclusion and exclusion in societies and develops practical tools to build inclusion through policy and practice at country and global levels.

The Centre recently launched the Global Pluralism Monitor - an action-oriented tool that will assess the state of pluralism in countries around the world and support the development of more inclusive policies and practices. The Monitor examines the state of pluralism through legal commitments, practices of actors across societies, levels of group inequalities, inter-group relations, and levels of belonging amongst members of society. This ambitious project involves a large network of implementing partners in countries around the world, ranging from major policy organizations to the country assessment teams producing the Monitor reports. In-country, regional, and international engagement on Monitor report findings constitutes a critical area of work as the project is implemented. Engagement on Monitor report findings aims to strengthen efforts at national and global levels to identify and promote positive responses to diversity while also seeking to reduce impediments to advancing pluralism.

About the position:

Reporting to the Manager of Global Analysis and working closely with the Senior Program Officer, the Program Officer will contribute to a set of shared responsibilities for the Monitor program. These include supporting implementation of Monitor assessments, contributing to a Monitor-based policy research agenda, assisting coordination of engagement activities based on Monitor findings, and supporting Monitor website content presentation.

Role and responsibilities:

The program officer will be contributing to the program's objectives through the following responsibilities:

- Contributing to production of a variety of knowledge products for diverse audiences, drawing on and synthesizing the data and findings from the Monitor. This may include research reports, policy briefs, and summary documents.
- Supporting Monitor assessment teams throughout implementation, including coordinating regular communications, tracking progress, and proactively working to anticipate challenges.
- Delivering presentations to a wide range of audiences, including at conferences, workshops and roundtables with policymakers and practitioners.
- Liaising with the Centre's strategic communications team to coordinate Monitor website needs and contributing to website content management to optimize engagement with Monitor findings and recommendations.

Skills and experience:

The ideal candidate will have:

- A Master's level degree (or a combination of training and experience related to the position) with significant work experience in the fields of public policy and policy advocacy.

- 3+ years of full-time experience in an applied knowledge organization, NGO or think-tank with emphasis on research and data-analysis. Experience working with other indices or measurement tools strongly preferred.
- The candidate should have experience writing and publishing content to websites, direct experience with content management system software considered an asset.
- Demonstrated track record of high-quality written work (may include reports, blog-posts, journal articles or other kinds of practitioner-focussed materials and knowledge products).
- Experience preparing training materials and delivering trainings to a wide range of practitioners an asset.
- Excellent ability to communicate complex technical material orally, in writing, and through infographics.
- Fluency in English and a strong working proficiency in Spanish. Proficiency in French an asset.
- Experience working across cultures and working in Global South contexts
- Ability to travel internationally.

Application process:

Applications may be submitted via email to careers@pluralism.ca with the subject line “Program Officer, Global Analysis”. Each applicant should include a cover letter and a resume highlighting relevant experience.

In the spirit of equity and fairness to all applicants, it is our policy to refrain from pre-interview queries.

Closing date for applications is 11:59 PM on October 2, 2022. However, applications will be reviewed as received.

Candidates must be eligible to work in Canada. Please note that only shortlisted candidates will be contacted.

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.

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