



GLOBAL CENTRE FOR PLURALISM  
CENTRE MONDIAL DU PLURALISME

## **GLOBAL CENTRE FOR PLURALISM**

### **Program Assistant, Global Pluralism Award – full-time, permanent**

**Position:** Program Assistant, Global Pluralism Award

**Type of Contract:** Full-time, permanent

**Location:** 330 Sussex Drive, Ottawa, with possibility for hybrid work. This position must be based in the National Capital Region.

**Start Date:** January 9, 2023

**Salary:** \$45,000

By joining the Global Centre for Pluralism, 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.

**Work environment:** 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 for in-person and remote work. The chosen candidate must be available to work out of the office in Ottawa on an occasional basis. A dedicated desk is provided.

#### **Our principles and commitments:**

Here are the core principles that inform our work

- We aim to embody pluralism in who we are and everything we do.
- We are creative and courageous, highly professional with a commitment to quality.
- We remain accountable by keeping our work grounded in learning and collaboration.
- We choose to own the discomfort and tensions inherent to our work.
- We focus on achieving transformational results.

#### **Our programs:**

Founded by His Highness the Aga Khan and the Government of Canada, the Centre's programs include:

- Developing research and tools to measure societies' treatment of diversity and track trends to support the implementation of more inclusive policies and practices around the world

- Supporting educators to advance pluralism within the classroom as well as throughout educational systems and institutions
- Celebrating and supporting the work of worldwide champions working to build more peaceful societies that respect differences
- Applying a pluralism lens to support peace processes around the world

**About the position:**

The Centre requires a full-time Program Assistant to support the ongoing success of its Global Pluralism Award. The Award, now in its 4<sup>th</sup> cycle, recognizes the people behind pluralism. Awardees are individuals, organisations and governments working tirelessly to build societies where differences are valued and inequalities are addressed. Every other year, three winners receive CAD \$50,000 each to further their work in support of pluralism, and seven finalists receive honourable mentions. In 2023, the Centre will host the Awardees in Ottawa for a week of events, workshops and networking opportunities, including the Awards ceremony.

Beyond the financial support, the Centre works closely with Award finalists and the growing Award alumni network to raise awareness of their work around the world, to collaborate on joint initiatives and to broaden their global networks.

There are several additional benefits offered to staff, including:

- Professional development opportunities
- Health insurance coverage
- Paid sick and personal days
- An RRSP matching program after 1 year of employment
- A parental leave top-up after 1 year of employment

**Main duties and responsibilities:**

Reporting to the Award Senior Program Officer, the Assistant will:

- Assist with developing online campaigns, multi-media and events from brainstorming to execution, in order to raise the national and international profile of the Awardees among a range of audiences;
- Assist with producing digital content and campaigns, and post English and French content to the Award website and online nomination system;
- Create communications collateral, such as brochures, postcards, signage, Award yearbooks, and event materials;
- Liaise with consultants, graphic designers, videographers, web developers, translators, copy-editors and other service providers, as required;
- Support the management and tracking of program budgets, expenditures, and financial documentation;
- Assist with the preparation, monitoring and reporting for grant agreements;
- Support the process to select the next Award finalists, including processing nominations, reviewing and filing documentation, and writing summaries and reports;

- Provide logistical and production support for public events, including the Award ceremony, alumni meetings and regional events (A/V, international travel arrangements, visas, invitations, registration, photography, post-event follow-up, etc.);
- Manage Award distribution lists and guest lists;
- Track and report metrics around media mentions, events, social media and the website;
- Maintain inventory of Award marketing collateral;
- Coordinate volunteers and staff for events, such as the Award ceremony;
- Support other related duties as defined by the Award team

This position may require international and domestic travel, as well as work on occasional weekends and evenings.

### **Skills and experience:**

The ideal candidate will be a savvy communicator, with strong attention to detail and organizational skills, a positive attitude, strong teamwork skills, and who is at ease balancing competing priorities and multiple ongoing projects.

The candidate will be committed to the values of pluralism as a positive response to diversity.

Specifically, this individual will possess:

- An undergraduate degree in communications, journalism, 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;
- 1-2 years of experience in a non-profit, social impact or international organizations, or similar setting, supporting social change, international development or public policy;
- An understanding of pluralism;
- Experience providing logistical support for events;
- Experience working with external contractors and stakeholders;
- Proven administrative, time management and organizational skills;
- 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 and external stakeholders;
- Strong initiative, flexibility in working hours, and ability to work independently;
- Demonstrated skills in communications, research and writing.

Assets:

- International and/or cross-cultural experiences;
- Experience with Wordpress and email marketing solutions (e.g. Mailchimp);
- Experience with maintaining contact management databases;
- Experience with graphic design tools (e.g. Canva)
- Fluency in French, Spanish or Arabic

### **Application process:**

Applications may be submitted via email to [careers@pluralism.ca](mailto:careers@pluralism.ca) with the subject line “Program Assistant, Award”. Each applicant should include a cover letter and a resume highlighting relevant experience. Candidates must be eligible to work in Canada and available to work out of the Centre’s headquarters in Ottawa on a hybrid-basis (1 to 3 days/week).

In the spirit of equity and fairness to all applicants, it is our policy to refrain from pre-interview queries. Shortlisted candidates will be contacted by email to arrange an interview.

**Closing date for applications is 11:59 PM on November 14, 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](mailto:careers@pluralism.ca). Information related to accommodation will be treated as confidential.*