



### Job Posting: Global Programs & Engagement Assistant

<b>Position:</b>	Global Programs and Engagement Assistant (2 positions)
<b>Hours:</b>	35 hours per week
<b>Contract type:</b>	8-week contract
<b>Start date:</b>	Ideally, one position will start on June 3 and end on July 26; the second position will start July 8 and end August 30. Please note that per Canada Summer Jobs, these 8-week roles must be completed by August 31, 2024.
<b>Location:</b>	Remote within Canada
<b>Applications open:</b>	Wednesday, May 1, 2024
<b>Closing date:</b>	The deadline for applications to be submitted is Sunday, May 12, 2024, at 11:59pm EST/
<b>Compensation:</b>	\$19.50/hour + monthly telephone and internet stipend.
<b>Benefits:</b>	Not applicable
<b>Vacation:</b>	4% vacation will be paid out at each pay period.
<b>Application method:</b>	Resumé (please note that we are not asking for cover letters) + completion of questions. See instructions below.

**Eligibility for this position is based on Canada Summer Jobs criteria, requiring all eligible candidates to be:**

- Between 15 and 30 years of age (inclusive) at the start of employment
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment. Applicants with temporary student or work visas are not eligible for this program.

Additionally, candidates must be available for 3-4 hours of work on Saturdays and 3-4 hours of evening work once per week. Lieu time off is provided for time worked outside of business hours.

#### **About Fora**

Launched in 2009, and operating as G(irls)20 from 2009 - 2021, [Fora: Network for Change](#) has been delivering programs and opportunities for young changemakers experiencing gender-based discrimination and working to make decision-making spaces more inclusive and equitable. Through renowned leadership, advocacy, and community-building programs, we help gender-marginalized youth gain new skills, confidence, networks, and opportunities to build gender equity movements, advance in their careers, and change the status quo. Learn more at

[www.foranetwork.org](http://www.foranetwork.org)

## **Working at Fora**

We are a collaborative team committed to creating opportunities for young women and gender-marginalized young leaders to get a seat at decision-making tables and have their voices heard, whether it be in business, politics, or social change. We provide high quality programming and work closely with program alums to constantly improve program design. As an organization, we are working toward making stronger connections to an intersectional and 2SLGBTQIA+ feminist movement and evolve our programming and staffing in this direction.

Fora has an all-hands-on-deck attitude and there is no task too big or too small that staff may do. We work hard and have fun! This is an exciting time to join a growing organization, with the ability to have your own imprint on the future of the organization.

Fora is committed to equitable representation and access. Candidates from Black, Indigenous, racialized, 2SLGBTQIA+, newcomer, refugee, and other underserved communities are encouraged to self-identify in your application. To learn more about Fora's continued learning and commitment to equity, please see our 2020 [Equity Strategy](#) and 2021-2022 [Equity Report](#).

As a result of COVID-19, Fora employees are currently working from home. We offer flexible hours and recognize that care work, health and mental health must be respected in order to have an effective team. While working from home, a monthly stipend to cover Wi-Fi expenses is made available to staff.

## **Position Summary**

The Global Programs and Engagement Assistant will support the Programs team in the coordination of the [Global Summit](#) and Global Mentorship programs. This position will report to the Director of Programs & Advocacy.

The role includes the following responsibilities:

### **Program Support**

- Assist in the day-to-day logistics and delivery of the Global Summit program.
- Act as a point of contact to address any logistical issues.
- Assist with participant recruitment activities, including outreach emails, development of application forms and promotional campaigns.
- Engage with readers and interviewers to evaluate program applicants.

- Assist in the development and implementation of program evaluation.
- Provide support in research, writing, and design for program documents.
- Carry out any other assigned duties.

**Qualifications:**

- Related education or work experience in youth and gender equality fields is an asset.
- Demonstrated 1-2 years of program support experience in an employment or volunteer capacity.
- Demonstrated 1-2 years of professional experience in coordinating details of various stakeholders.
- Sensitivity working with young women and gender-marginalized youth from diverse communities.
- Proficiency with social media, Microsoft Office, Google Suite, Salesforce, and other digital technologies (project management systems, data management systems).
- Excellent leadership, organizational, and time management skills.
- Excellent interpersonal skills, and professional verbal and written communication skills

**Application:** Please upload your application (resume and answers to questions) using this form:  
<https://airtable.com/appPOFGEHL36OmMfA/shrjJ0XDh1ySyrGtj>

The deadline for applications to be submitted is Sunday, May 12, 2024, at 11:59pm EST

If you have any inquiries that are **not** covered in this job description, or if you would like to request accommodations to complete the application process, please email [jennifer.vachon@foranetwork.org](mailto:jennifer.vachon@foranetwork.org).