



Job Posting: Global Programs and Engagement Assistant

Position: Global Programs and Engagement Assistant

Hours: 35 hours per week

Contract duration: 8 weeks

Anticipated start date: July 4, 2023

Location: Anywhere in Ontario

Applications open: May 26, 2023

Closing date: The deadline for applications to be submitted is Sunday, June 11, 2023, at 11:59 PM Eastern Standard Time.

Salary: \$18.00/hour + \$50/month mobile stipend and \$40/month internet stipend (as this position is funded by a restricted grant, the salary is fixed)

Application method: Resume and application 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.

About Fora

Launched in 2009 and operating as G(irls)20 until 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.

Working at Fora

We're a collaborative team committed to creating opportunities for all 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 and support our Global Summit program planning work over the summer.

Fora is committed to equitable representation and access. Candidates from Black, Indigenous, racialized, 2SLGBTQIA+, 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 due to the ongoing pandemic, a monthly stipend to cover Wi-Fi expenses is made available to staff.

The Role

The Global Programs and Engagement Assistant will be responsible for working collaboratively with the Fora team, and closely with the Global Programs and Engagement Officer. This is a great role for someone who is passionate about advancing youth leadership and gender equality. The ideal candidate is strategic, creative, a great communicator, and a collaborative community-builder.

The position is an exciting and unique opportunity to join an organization that is internationally recognized and respected while making a lasting impact on youth leadership in Canada and around the world for years to come.

The Global Programs and Engagement Assistant's responsibilities include:

- Assist in the coordination of the day-to-day logistics and delivery of the Global Summit program.
- Work with the Global Programs and Engagement Officer to coordinate workshops for program participants.
- Support in the coordination of Fora's upcoming community event, the Leadership Forum.
- Bring excellent logistical processes and attention to detail when supporting in planning the Global Summit and Leadership Forum.

- Research, write, and design program documents such as mentorship manuals and slide decks.
- Work with the programs and communications teams to organize and coordinate recruitment campaigns for volunteers and participants.
- Work with Global Programs and Engagement Officer to develop and execute monthly workplans.
- Utilize organizational tools such as Asana and Airtable to effectively plan and monitor outreach activities as well as program and event work plans.
- Support administrative duties related to programs and events, such as conducting research into corporate, foundation, and community organization partners, as well as working with Salesforce and SharePoint for pulling and filing reports.

This position is the right fit if you are:

- Interested in developing your career in non-profit programming.
- Committed to fostering positive relationships with your colleagues and stakeholders.
- Have a positive attitude and are energetic about any task at hand.
- A team player who believes in an all-hands-on-deck attitude.
- Open to learning new skills.
- Ready to push yourself and grow professionally.
- Are committed to feminist values with an understanding of how intersectionality contributes to different lived experiences among program participants and other stakeholders.
- Detail-oriented.
- Are a creative, solutions-oriented, and innovative thinker.

The candidate should have:

- 1-2 years' experience in relevant employment and/or in a relevant volunteer role.
- Interest in learning about and/or have previous experience in issues pertaining to marginalized youth.
- Sensitivity working with women and nonbinary youth (ages 18-25) from a diversity of communities and countries.
- Proven initiative, analytical, and problem-solving skills.
- High level of accuracy and attention to detail.
- Strong interpersonal communication skills.
- Tech-savvy and comfortable using a range of digital project management and communication tools, including Office 365, Asana, Slack, etc.
- Comfort working on a highly collaborative team.
- Excellent writing and verbal communication skills in the English language.
- Must be able to work from home with high-speed internet, communicating often via email, telephone, and video calls.

Application Details:

Please upload your resume and answer the application questions here:

<https://airtable.com/shr2dPYMlpobXL0Ne>

Please note we are not asking for cover letters.

Applications will be screened on a rolling basis, and shortlisted candidates will be invited to participate in an interview. As such, applicants are encouraged to submit applications as soon as possible. The deadline for applications to be submitted is no later than **Sunday, June 11, 2023, at 11:59 PM Eastern Standard Time.**