

## Position to be filled.

Closing date: February 28<sup>th</sup>, 2021

POSITION TITLE	<b>Communications / Program Officer (Bilingual)</b>
STATUS	Full time (5 days/week)
LOCATION	Gatineau, Quebec, Canada
EXPECTED START DATE	April 1 <sup>st</sup> , 2021
TO APPLY	Send your resume and cover letter to <a href="mailto:sopar@sopar.ca">sopar@sopar.ca</a>

### About the Organization:

[SOPAR](#) (founded in 1977) is a Canadian International Development NGO located in the National Capital Region. Its mandate is to alleviate poverty in the rural areas of India and bring sustainable development through a community-based approach. It provides rural villagers with the tools and resources they need to transform their lives. SOPAR works in close collaboration with Bala Vikasa, its sister organization in India - internationally recognized as a centre of excellence in community development. With a budget of around one million dollars a year, SOPAR's main objective is to finance the development activities of Bala Vikasa and to sensitize Canadians to international cooperation.

### About the Position:

The Communications / Program Officer is a member of a small team of highly versatile, professional, and committed people and directly reports to the Director. This position is responsible for the development and implementation of the communications and fundraising strategy as per the strategic plan approved by the Board. This strategy aims to promote donor's loyalty, including the development of a close relationship with the donors as well as of tools to facilitate that relationship. Furthermore, the officer is responsible for the management of the Canadian programs. He or she assists the Director in her public relations activities. He or she works in close collaboration with the other members of the team and with the members of the Board. While formally reporting to the Director, the applicant will be expected to show leadership and initiative in the delivery of his or her duties.

### Main Responsibilities:

The officer will play a lead role in

- Communications support related to various material and tools of the organisation.
- Coordinating and developing material, including publications, annual report, impact stories.
- Maintaining SOPAR's website and social media platforms.
- Working with team on awareness campaigns, events, and media liaison
- Organizing direct mail campaigns – to plan, prepare content, design, printing, and mailing.
- Supporting donor outreach and stewardship activities.
- Managing the Canadian programs: "Youth Changing the World" and "Community Driven Development (CDD) training for Canadians at Bala Vikasa".
- Managing the communications and fundraising committee meetings.

The officer will assist in

- preparing reports and requests to various donors of the organization.
- organizing "Solidarity visits" of Canadian donors to Bala Vikasa-India
- coordinating annual exchange visit by partner organization.
- the logistics related to Board meetings and the Annual General Meeting

The officer will also perform other duties as assigned to ensure effective operations of SOPAR to fulfil its mission.

**Requirements:**

- Proficiency in French and English with excellent writing and oral communication skills
- Self-motivated, ability to work independently and cooperatively within a small team.
- Excellent public speaking and interpersonal skills with ability to motivate people.
- Cultivating and maintaining relationships with wide range of donors and stakeholders.
- Well organized, results oriented, flexible, and reliable.
- Long standing personal commitment, with corresponding actions, to social issues, particularly those related to international development,
- Strong ability to function effectively and comfortably in a cross-cultural context.
- Proficiency with Microsoft Office Suite
- Ability and willingness to travel and work evenings/weekends when necessary.

The following would be considered an asset:

- University degree in disciplines relevant to the position
- At least 3 years of relevant experience
- Knowledge of communications trends and techniques.
- Knowledge of web design (WordPress), graphic design software's to create videos, /infographics.
- Knowledge and understanding of the philanthropy, current International development issues, trends concepts influencing the success of the non-profit sector.

**Working conditions:**

- Competitive salary and marginal benefits according to the policies of the organisation

*Thank you for your interest in joining SOPAR-Bala Vikasa.  
Please note only those being considered for interviews will be contacted.*