**Position Title:** Program Manager  
**Employment Type:** Contract, 22.5 hours per week (0.6 FTE)  
**Period:** Temporary (6 months with possibility of extension)  
**Location:** This role is based remotely in Canada, with occasional travel to Ottawa for events and meetings potentially required

**Deadline for submission:** 17H EDT, June 7, 2021

Please submit applications to ccghr@ccghr.ca. Applications should include your resume and cover letter explaining why the position interests you and your skills and experience make you a suitable candidate.

**About CCGHR**

The Canadian Coalition for Global Health Research (CCGHR) is a not-for-profit organization promoting better and more equitable health worldwide by mobilizing greater Canadian investment and involvement in global health research, nurturing productive partnerships among Canadians and people from low- and middle-income countries, and turning research into action.

Drawing on the complementary strengths of the Canadian Society for International Health (CSIH) and the Canadian Coalition for Global Health Research (CCGHR), a new Canadian global health organization is currently under development. The mission of the new organization, the Canadian Association for Global Health (CAGH), is to connect, engage, strengthen and mobilize the global health community across Canada and internationally through collaborative research, learning, advocacy, policy and practice. The new global health organization highlights the engagement of youth, students and young professionals, and professionals throughout the career cycle, and fosters gender equity, regional and linguistic inclusion across Canada, and perspectives of people living and working in low-and middle-income countries (LMICs).

**Role Description**

The Program Manager is broadly focused on supporting the core strategic activities of the CCGHR. This includes providing support to the Coalition’s various working groups and committees, including: Policy and Advocacy; University Advisory Council; Climate Change and Health; Country Partnerships. The Program Manager will work primarily with CCGHR groups, but will also be responsible for supporting the various committees established under the Transition Committee (memberships, finance, communications etc.). The Program Manager will develop a deep understanding of what brings value to members and will guide the organization’s strategy and implementation of programming that builds relationships to serve CAGH’s vision of a cultivating a vibrant global health community. The Program Manager must be able to work from home with minimal supervision, and demonstrate effective interpersonal skills, including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts.
Job Responsibilities

Program Administration and Technical Support (40%)
- Draft key documents, reports, presentations, and other communications materials for a variety of purposes and audiences, summarizing developments and recommendations for program areas
- Support University Advisory Council co-leads to plan and implement Fall workshop
- Support activities of the transition committee, including review of key strategic documents, liaising with working groups etc.
- Facilitate quarterly interim Board, working group and committee meetings
- Support committee and working group chairs with administrative and logistical arrangements for their activities
- Coordinate logistics for the Annual General Meeting, including support for the launch of the new organization during the Canadian Conference on Global Health

Membership Engagement (40%)
- Develop, coordinate and implement individual membership recruitment and retention plans, and diversify services
- Provide first response communication with individual members and connect them to appropriate people, resources and opportunities.
- Fundraise for Coalition activities through donation drives
- Cultivate relationships with members and learn about their priorities for participation in CAGH; use that knowledge to develop a strategic plan for engagement programming
- Engage with UAC liaisons and identify inter-university collaboration opportunities
- Manage membership using web-based software, including processing new member applications and membership renewals

Financial Management (10%)
- Analyze regular revenue-expense statements for the core budget and ensure actuals match approved spending
- Prepare summaries for the Board Treasurer in advance of quarterly meeting and the Annual General Meeting
- Develop and revise budgets in collaboration with Finance Committee
- Prepare invoices for institutional membership dues and other services
- Draft contracts with service providers and independent contractors

Communications (10%)
- Support Policy and Communications Officer with preparation of bi-monthly member newsletter and funding road map
- Coordinate with Secretariat, committees and working groups to ensure most current resources and information are available on the CCGHR website
- Develop materials for CCGHR website
Qualifications

- Bilingual in English and French (preferred)
- University degree or college diploma in administration/program management or a related field (non-profit management, global/public health, etc.)
- Minimum of three years' experience working with non-profit organizations
- Experience working within an organization/association comprised of members
- Strong written and verbal communication skills, and comfort with working in various digital and traditional formats
- Must be innovative, detail oriented and member dedicated
- Requires the ability to work independently and establish priorities

Application Instructions

Candidates interested in this position should submit a cover letter and resume outlining how they meet the specific requirements of the position by 17H EDT June 7, 2021. Send your application in a single PDF file to ccghr@ccghr.ca. Please indicate "Application Program Manager" as the subject line.

CCGHR recognizes that a diverse staff benefits and enriches the work of our organization, and greater community. We are dedicated to removing barriers that have been historically encountered by some people in our society and are strongly committed to equity and diversity. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted. We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.