



British Columbia Council for
International Cooperation

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Posting Program Officer - Lead on Project Cycle

About Us

The British Columbia Council for International Cooperation (BCCIC) is a coalition of people working with partners across the world trying to improve their own conditions. Our diverse and capable membership is made up of international development organizations, civil society groups, academic programs and institutions, individuals, and private sector organizations committed to social impact.

Our approach is one of collective impact, recognizing that members, communities and partners in Canada and in countries around the world have experience and knowledge on where they stand and where they wish to go. Connecting knowledge among our membership and with the broader environment, allies and networks is a large part of the work we carry out.

We believe that knowledge generated through practice is the basis for change, and that locally rooted social movements can and should shape the policies that govern them and their future. We engage in alliances with academic institutions, specifically where practice is gathered, for its further dissemination and influence through appropriate communication mechanisms. Where we use the words “international”, or “global”, we strive for these to be based on local experience, where “local” is not deemed to be at the bottom of a pyramid, but rather the foundational elements that guide the policy work we may engage in.

About the Position

In this role, your aim will be to redistribute the power within monitoring and evaluation, so that it - along with all other phases of any given program - is created, owned, and led by those the program intends to serve. At the core of this position is accountability to communities and groups during the monitoring and evaluation process. You will be in charge of establishing a strong monitoring framework with the team in the first few months, with potential responsibility for program/project activities (proportion of 70 to 30 in the first few months). Following that, you will have more time to support, implement, and design activities and projects. You will be the lead on Monitoring, Evaluation and Learning (MEL) within the program team.

As the Lead on Project Cycle, you will be expected to incorporate BCCIC values in your work, promote them within our network, and support an approach whereby actors define their own indicators of change. The approach is furthermore one of the recognition that knowledge is and has long been generated by populations worldwide and locally, and that we British Columbians can learn from and with one another.

Knowledge management and contribution to institutional learning processes will be integral to your position. You will have the opportunity to convene communities of practice and liaise with other MEL-passionate persons across the country, tracking and sharing practices in monitoring and evaluation.

Requirements:

- A demonstrated commitment to ending inequity locally and across the world.
 - Do know that at this time, our focus is on women's leadership in peace processes, climate justice, and to some degree food sovereignty or sustainable livelihoods.
- Strong people skills
- Strong understanding / experience in international solidarity and cooperation and/or understanding social and economic issues in Canada and translocally with an intersectional lens.
 - "Translocality", what? Local-to-local basically learning and exchange.
- An ability to move forward, make mistakes, learn from them, share with others, and start all over again.
- The will and capacity to support your colleagues
 - We take on activities from scratch. Conceiving and strategically leading an activity doesn't stop us from also being the logistical lead at the same time, troubleshooting zoom, finding venues and so on.
- Experience with challenging the status quo
 - Life isn't just about thinking outside the box, but also about realizing that the box only exists because we place it there.

Technical or Professional Experience

We are looking for an energetic person to join our team and lead Monitoring and Evaluation with a focus on project and organizational goals that are aligned with the organization's values.

The specific skills we are looking for are varied:

- Expertise in M&E planning and methodology.
- Special ability to look into and ensure ethical considerations where data collection (quantitative and qualitative) is concerned.
- Experience in applying feminist, justice, and equity lenses
- Project design, together with implementation of activities
- Theories of change, strategic frameworks, Results Based Management and ... any innovative planning, monitoring, evaluation and learning approaches you have tried! We

are particularly interested in the ability to gauge effect and impact on behavioral or attitudinal change, and of course performance and impact indicators and targets. If this language is your language, this may be you!

- Strong skills and experience developing and managing surveys, reporting templates, data collection sheets. And that... Excel, Survey Monkey, Monday.com, Slack, and all the usual related programs.
- Report writing
- Good knowledge and practice with social media an asset
- A second language is considered an asset, even if not fluent.

How the Team Works

This is a full-time position based in British Columbia. The team is largely located in Vancouver, and while everyone mostly works from home, there is an expectation that staff be available for periodic in-person meetings, retreats and events, largely in Vancouver.

Everyone at BCCIC, from interns to staff to Board of Directors, are accountable to BCCIC's strategic directions, its vision, mission and purpose, as well as the Istanbul Principles. You can [learn more about these here](#). We are a flexible, accommodating and supportive team that recognizes that we each work differently, have different needs, and that work is one of the many dimensions of our lives.

We assign ourselves thematic or project-based leads, so that at any one time, you might be lead on an initiative where the rest of the team supports you, while at another, you are contributing to, for example, the program's capacity building stream, or one of its communications streams. Where human relations (HR) are concerned, this position, as with all the others, reports to the Executive Director.

Given that our team is lean, collaborative and dynamic, all staff are expected to be flexible with their roles and fulfill necessary administrative functions and other tasks deemed necessary

You will participate in annual operational planning, annual reviews of performance towards our strategic directions, and develop your work plan in line with the programmatic goals. As we diversify our funding streams, the team is encouraged to develop concepts towards our goals, for which we then can seek the necessary resources.

This is a full-time position based on 37.5 hours a week. The salary range for this position is \$77,000-\$80,000 a year. Health insurance is available.

How to Apply

Applications will be reviewed on a rolling basis through to August 13th, 2023.

To apply, we encourage applicants to submit an expression of interest in a medium you feel comfortable with. This could include a resume and cover letter, a video (under 10 minutes, unedited is fine, we are cool with bloopers!), a letter (under 2 pages long) that speaks to any of the following prompts below, or you can get creative and share your expression of interest through other forms of expression!

Please email your expression of interest to info@bccic.ca with "Program Officer - lead on Project Cycle" as the email subject.