



Journalists for Human Rights Manager, Regional Programs and Operations (Canada)

Positions: One

Location: Currently remote, when safe to return to an office environment the individual will be able to use JHR's head office based in Toronto.

Application Deadline: August 23, 2020 at midnight. Applications will be considered on a rolling basis so please apply as soon as possible.

Start Date: ASAP

Reporting to the Deputy Director (DD), and in turn the Executive Director (ED), the Manager of Regional Programs and Operations (Canada) will play a critical role in helping Journalists for Human Rights achieve its vision to provide high quality programs locally, eventually extending the use of its model nationally. The Manager of Regional Programs and Operations (Canada) will be responsible for a variety of significant activities including internal operations and oversight of three programs, oversight and support in particular of JHR's Solutions Journalism and Human Rights Reporting Program and Fighting Misinformation on Covid-19 in Canada Projects, and support for regional trainers, human resources, site expansion, and program evaluation services. The Manager will also be instrumental in ensuring consistent and effective internal processes and communications in order to strengthen Journalists for Human Rights' programs and position the organization for continued success.

Responsibilities

1. Leadership of regional coordinators and expansion strategies:

Oversee the program operations and day-to-day leadership of and support of Journalists for Human Rights' regional staff on the *Solutions Journalism and Human Rights Reporting Project*, the *Fighting Misinformation on Covid-19 in Canada Project* and the *Press Forward Project* to provide partners and staff with guidance, strategies for regional growth, logistics and operational assistance. For the Solutions Journalism and Human Rights Reporting Project, this will include setting up workshops and training webinars, creating training materials, administering mini-grants, providing support for two Regional Trainers to train newsrooms on solutions journalism and human rights reporting, and monitoring and evaluation of impact. For the Fighting Misinformation on Covid-19 in Canada Project, this will include supporting a network of trainers in online training on

misinformation, disseminating videos training journalists and the general public on misinformation and disinformation and how to spot mis and disinformation related to covid-19, and liaison with a fact-checking website and web editor/administrator.

Assist in the hiring of new regional staff; conduct yearly performance evaluations of regional staff, and implement the appropriate professional development tools and training to maximize operational effectiveness and to ensure the achievement of employee goals and performance benchmarks.

Coordinate and direct expansion strategies including hiring, training, and lead the new region identification process and site development start-up efforts; help build strategic partnerships in existing and new regions.

2. Strengthen internal operations and infrastructure

Supervise the implementation of human resources policies and programs for Journalists for Human Rights for all Canadian projects except the Indigenous Reporters Program. This includes organizational planning and development, onboarding, training, development, compensation and benefits, performance evaluation, and recruiting. The Manager will provide clarity around roles, motivate staff, and facilitate effective team dynamics.

Support the senior leadership team and staff to make consistent and progressive steps toward organizational and programmatic consistency and sustainability; effectively communicate work plans and priorities derived from the organization's strategic plan by partnering with senior leaders to follow through with coordinated accountabilities, objectives, and associated budgets.

Enhance organizational excellence by establishing operational benchmarks, timelines, and resources needed to achieve strategic goals, proactively recommending and driving improvements as necessary; set standards for accountability and measurements of success.

Support the Director of Operations in her work implementing Journalists for Human Rights' evaluation activities including providing data for JHR's data collection systems, longitudinal evaluation, and contracts and activities relating to program evaluation and measurement for non-IRP programs in Canada; communicate and prepare all data collection summary reports and evaluation updates on Canadian programs for the ED, board of directors, and staff.

Develop a knowledge management system that ensures maximum sharing of information and learning throughout the Canadian programs; create an environment whereby Journalists for Human Rights is known in Canada as a best-in-class learning organization.

Build upon JHR's existing Canadian programs through writing grant applications and developing project proposals.

Qualifications

- Bachelor's degree required, graduate degree preferred; at least 5 years of professional experience in a management role, ideally in a rapidly evolving institution
- Well-versed in Solutions Journalism and human rights reporting approaches to reporting.
- Highly organized and ability to wear multiple hats in an ambiguous, fast-moving environment; a driving force who manages toward clarity and solutions
- A successful track record in setting priorities, shaping processes, guiding investment in people and systems, and developing an infrastructure that creates a stronger and more efficient organization
- Thorough understanding of project management; able to work effectively under pressure to meet tight deadlines and goals
- A consummate team player with a flexible and creative approach
- Excellent communication and coalition building skills with an ability to balance, negotiate, and work with a variety of internal and external stakeholders; high level of knowledge and understanding, especially as it relates to program replication, connecting programs to funding, creatively generating other resources, and building strategic partnerships
- Personal qualities of integrity, credibility, and a commitment to Journalists for Human Rights' mission

How to apply:

Please email your resume and cover letter to careers@jhr.ca with 'Manager, Regional Programs and Operations (Canada)' in the subject line by midnight on August 23, 2020. Please include your salary expectations in the cover letter.

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