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**Journalists for Human Rights
Consultant, Indigenous Reporters Program (Canada)**

**Location: Toronto, Canada**

**Application Deadline: Friday October 2nd**

**Start Date: ASAP**

Reporting to the Deputy Director (DD), and in turn the Executive Director (ED), the Consultant on the Indigenous Reporters Program (Canada) will play a role in helping Journalists for Human Rights finalize the current program cycle’s public engagement, stakeholder management, impact evaluation and reporting. The Consultant will be responsible for a variety of activities including a public engagement series, the management of a series of media partners and engagement of more, program evaluation, final reporting and recommendations for future program direction and expansion.

**Responsibilities**

**Public Engagement**

* Oversee the program operations and day-to-day leadership of Journalists for Human Rights’ public outreach efforts to provide stakeholders, partners and trainees with opportunities to engage with program topics through a webinar series, professional development series and other vehicles.

**Stakeholder Management**

* Manage existing terms of reference with existing network of media partners delivering a series of bursaries and internships for the Indigenous Reporters Program
* Build new media partnerships for short term bursary support from November-February

**Monitoring and Evaluation**

* Support the Director of Operations in her work implementing Journalists for Human Rights's evaluation activities including providing data on IRP for JHR’s as well as funders’ data collection systems, monitoring and evaluation, as well as communicate and prepare all data collection summary reports and evaluation updates on IRP for the ED, board of directors, and staff.
* Develop a knowledge management system that ensures maximum sharing of information and learning throughout IRP; create an environment whereby Journalists for Human Rights is known in Canada as a best-in-class learning organization.
* Build upon JHR’s existing IRP programs through writing grant applications and developing project proposals.

**Reporting**

* Support the Deputy Director and Field Coordinator of the Indigenous Reporters’ Program in reporting on the project.
* Perform other duties as required

**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
* 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's mission