



## Concordia Volunteer Abroad Program

[www.concordiavolunteers.org](http://www.concordiavolunteers.org)

The Concordia Volunteer Abroad Program (CVAP) is a fee-levy association of Concordia University. \$0.35/credit (approximately \$1.00/class) is directed towards the organization, its objectives, and its activities. CVAP supports community-led development in Gulu, Northern Uganda, and the program provides experiential learning/volunteer opportunities for Concordia students.

CVAP is currently seeking a self-motivated individual to guide the program into the next phase of its development; *CVAP is hiring to fill the position of Executive Director*. The Executive Director of CVAP is the head of the organization in Canada, and is responsible for overseeing operations in Canada, as well as in Uganda. The Executive Director is the only full-time staff member employed in Canada, and is therefore responsible for planning and executing the work of the organization, and managing the staff, interns, and volunteers of the program. This position requires a high degree of personal responsibility, the ability to manage multiple tasks and stresses, and excellent prioritization skills. The position also requires integrity and a commitment to social justice. If you enjoy working in a fast paced, community-led environment, this position may be for you.

(Please note that this position requires travel to Uganda for a minimum of 3 months per year)

### RESPONSIBILITIES

- Resource mobilization – fundraising, donation procurement, grant-writing, identifying and coordinating internships
- Human resource management – manage a team of staff, interns, and volunteers in Montreal and in Uganda
- Design and implement a training program (with an inter-faculty, interdisciplinary team)
- Keeping abreast of current development in East African politics
- Public engagement and promotions – acting as the spokesperson and ambassador of the organization
- Build and maintain relationships with stakeholders – community partners, student groups, faculty and administration
- Recruitment of volunteers annually for travel to the volunteer site of Gulu, Uganda
- Liaise between faculties and organizations in Canada and in Uganda to create linkages of reciprocal benefit

### REQUIREMENTS

- Fundraising/recruitment (demonstrated ability)
- International work in the Global South
- Management experience/background
- Flexibility (schedule, work, travel)
- Cultural sensitivity
- BA (preferably in international development, political science, history, management, sociology, anthropology)
- Academic or work experience in basic accounting
- Excellent written and oral communication skills
- Strategic planning and achievement of self-directed goals
- Mobility and flexibility:
  1. Prepared to travel 3 months of the year
  2. Flexible schedule (occasional evenings and weekends)

### ASSETS

- Experience in Uganda/CVAP and knowledge of East Africa/Gulu
- Written and oral French
- Knowledge of Concordia administration
- Interpersonal and intercultural skills

### PARTICULARS

- Hours/Week: 32 (flexible schedule, evenings and weekends may be required)
- Length of Term: 2-3years
- Start Date: January 1<sup>st</sup>, 2013
- Training: required travel to Uganda for ten-day (unpaid) training in August 2012 [travel costs covered], additional training between October 1<sup>st</sup>, 2012, and January 1<sup>st</sup>, 2013
- Salary: \$30,000 per year

### TO APPLY

- Resume
- Letter of Intent (maximum 2 pages)
- Brief three-year strategic plan outlining how to improve/expand current CVAP activities in Canada and in Uganda