



Program Officer

MISSION:

Wikimedia Canada serves as a catalyst for the collection, development, and dissemination of knowledge and educational, cultural, and historical content in all languages of Canada, including Indigenous languages, under an open license or in the public domain. This is achieved by using Wikimedia projects as the primary means of distribution and by supporting volunteers across the country. Wikimedia Canada also contributes to increasing public and institutional understanding and awareness in Canada about free knowledge and Wikimedia projects, the most well-known being Wikipedia.

POSITION SUMMARY:

Under the supervision of the Executive Director, the person in this position is responsible for implementing various programs identified by the organization: WikiClubs, Francophonie, Indigenous Culture and Knowledge, High-Impact Topics, Collective for Free Knowledge, and Research and Development. They oversee the execution and supervision of projects related to these programs. Additionally, they propose and carry out activities aimed at enhancing the organization's visibility.

SPECIFIC RESPONSIBILITIES OF THE POSITION:

- Take overall responsibility for the management of assigned programs, ensuring deadlines, budget, and deliverable quality are met.
- Coordinate and facilitate various committees, fostering collaboration and communication among members.
- Develop a detailed action plan for each program, including timelines, required resources, and clear objectives.
- Enhance institutional and public understanding in Canada regarding free knowledge, Wikimedia projects, and open licenses.

- Collaborate and share Wikimedia Canada's expertise with other stakeholders in the global Wikimedia movement.

QUALIFICATIONS AND EXPERIENCE REQUIRED FOR THE POSITION:

- Undergraduate degree in a relevant field (administration, management, project management, or others).
- Essential knowledge of the Wikimedia movement.
- Minimum of three years of related experience.
- Experience and proficiency in project management.
- Event management experience is a plus.
- Strong writing skills.
- High level of autonomy.
- Bilingualism is an asset but not mandatory.

EMPLOYMENT CONDITIONS:

- One-year contract, with possibility of extension.
- 40 hours per week - 100% remote work with occasional required travel, covered by the employer.
- Work-life balance.
- Must be based somewhere in Canada.
- Competitive salary, starting at \$75,000/year, depending on experience.
- Group insurance benefits.

Interested individuals should submit their application to the Executive Director, Louis Germain, no later than December 8, 2023, 5:00 PM. We thank all individuals who have expressed interest in our organization. However, only those whose applications are selected will be invited for an interview.