



JOB POSTING

Position:	Program Officer - Caribbean programming
Language Profile:	English (primary)
Position type:	Term / contract position concluding April 2026
Location:	Remote
Application Deadline:	Thursday, April 17, 2025
Estimated Start Date:	Monday, May 5, 2025 (flexible)

ABOUT PARLAMERICAS

ParlAmericas is the inter-parliamentary institution that promotes parliamentary diplomacy in the Inter-American system. Convening the national legislatures from North, Central and South America and the Caribbean, ParlAmericas works to strengthen democratic governance in the hemisphere by enhancing the ability of legislators to fulfill their roles and responsibilities through exchanges of good practices, the production of tailored resources, and by promoting cooperative political dialogue between parliaments and with governments, multilateral institutions and civil society organizations at a regional and national level.

In addition to programming for parliamentary actors, ParlAmericas also works in partnership with member parliaments and other organizations to prepare the next generation of emerging leaders for political service. These efforts focus on good governance and social inclusion and include support for youth leadership and capacity-building, as well as technical assistance for youth programming in parliaments.

POSITION SUMMARY

We are seeking a Program Officer to join our team to contribute to the high-quality planning and implementation of our programming in the Caribbean, with a specific focus on initiatives for youth leaders. The ideal candidate will have experience in parliamentary youth programming (as a participant and/or organizer), virtual and in-person event management, and interpersonal communications with various types of actors. Knowledge of Caribbean political dynamics is also valued.

PRIMARY DUTIES

- Support the planning and delivery of assigned virtual and in-person activities focused on Caribbean parliaments and youth leaders, in accordance with the ParlAmericas projects funded by Global Affairs Canada.
- Contribute to programmatic content development (agendas, methodologies, summaries) for virtual and in-person activities tailored to parliamentary actors and youth leaders, drawing on evidence-based research and analysis.
- Draft written communications products related to programming, including speaking notes, web posts, activity summaries, and website and social media content, with attention to clarity, political neutrality, and consistent use of the organization's voice.
- Support arrangements for needed event logistics and materials for virtual and in-person session; for in-person programming, this could include supporting procurement for venues, catering, photography, printing, stationery, and others as needed.

- Assist in coordination with activity partners, including parliaments, women's organizations, and youth organizations, to ensure the smooth and successful planning and delivery of virtual and in-person sessions.
- Identify and promote participation of women stakeholders from diverse backgrounds in consultations and as experts in the delivery of designated project activities.
- Contribute to timely and effective ongoing communication with participants, partners, experts, and vendors on activities.
- Undertake wrap-up and follow-up work for virtual and in-person programming, including monitoring and evaluation, communications with participants and partners, and public communications on programming, among others.
- Support team members at the ParlAmericas Secretariat in providing responsive (request-based) technical support to parliamentary stakeholders in the Caribbean, including parliamentarians and technical staff.
- Support team members and take on other tasks and duties as required for the delivery of ParlAmericas programming.
- Travel as required to support the implementation of project activities.

QUALIFICATIONS

- 1-3 years' experience in an event coordination/programming position
- Strong administrative, time management and organizational skills
- Excellent written and spoken communications skills in English
- Attention to detail and problem-solving skills and ability to handle sensitive information in confidential manner required
- Excellent interpersonal skills and interest in connecting and communicating with others
- Experience with parliamentary youth programming in the Caribbean
- Strong understanding of electoral politics, cultural dynamics and regional issues in the Caribbean
- Knowledge of or experience in applying gender analysis and dedication to human rights and equality
- Demonstrated capacity to work both in a self-directed manner and collaboratively with team members, partners, and other stakeholders from politically and culturally diverse backgrounds both remotely and in person
- Strong digital literacy and experience delivering webinars for international audiences using Zoom and other tools for interactive online training sessions.
- Proficiency with spreadsheets (Excel), MS software (Word, Excel, PowerPoint) and Zoom
- Availability for travel abroad, when required

WORKING CONDITIONS

The ParlAmericas International Secretariat is a small, dynamic, multicultural, multilingual team of professionals.

This position may require some irregular work hours, as well as occasional travel to countries in the Caribbean.

TO APPLY

Please submit your application through the [ParlAmericas recruitment site](#).

Only shortlisted candidates will be contacted. No phone calls please.

ParlAmericas is an equal-opportunity employer, offering competitive compensation and a stimulating, professional work environment. Visit us at www.parlamericas.org.