



Program Officer, VETS

Location: Remote in Canada and with the ability to travel international and to Ottawa at least 3 times a year

Reports to: Senior Program Manager

Application deadline: February 15, 2024

Start date: March 1, 2024

Salary range: \$55,000 - \$65,000 (CAD) annually

Veterinarians without Borders North America is a charitable, humanitarian organization whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. We are a mission driven dedicated team that works remote however has a presence in Ottawa. We respect work life balance and offer a generous benefits package that includes 4 weeks of vacation and summer Fridays. More information about the organization can be found at www.vwb.org.

Reporting to the Senior Program Manager, the Program Officer, VETS will play a crucial role in supporting partner capacity building, volunteer coordination, and program implementation within the VWB/VSF Volunteers Co-operation Program.

Responsibilities:

Program Management and Implementation:

- Contribute to the effective implementation of programming in Ghana, Kenya, Senegal, Vietnam, Cambodia, and Laos, adhering to the highest standards and ensuring stakeholder satisfaction.
- Monitor project implementation to ensure adherence to VWB/VSF policies and procedures.
- Prepare and submit program technical reports, capturing results and lessons learned.
- Oversee the management and professional development of regional project staff.

Volunteer Recruitment and Administration:

- Assist in building project partnerships and lead volunteer placement planning in collaboration with partner organizations.
- Formalize and strengthen VWB's University student engagement program.
- Coordinate the volunteer roster to maintain a constant supply of qualified candidates.
- Support annual reviews of volunteer handbooks, in-country guides, and safety and security protocols.
- Lead the volunteer engagement process, including alumni and volunteer outreach, recruitment, and post-placement activities.

Canadian Office

700 Industrial Ave #410

Ottawa, ON K1G 0Y9, Canada

Registered charity, #84146 9547 RR00011036

U.S. Office

#1036

1283 Arsenal St. #16

Watertown, NY 13601, U.S.

VWB USA is a non-profit 501(c)(3)

(EIN/tax ID number: 92-2618654)

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- Lead pre-departure training sessions for outgoing volunteers alongside the Senior Program Officer and consultants.
- Support the development of a Learning Management System for the implementation of volunteer training, partner training, etc.
- Lead the volunteer administration, volunteer interviews, logistics and day-to-day management.
- Lead volunteer debriefing sessions with returned volunteers, ensuring proper documentation and sharing lessons learned quarterly with the VWB/VSF team and project partners.
- Ensure compliance with new PSEA requirements, implementing appropriate measures (protocols, training) and conducting follow-up in reported incidents.

Monitoring, Evaluation, Accountability, and Learning:

- Collaborate with the MEAL advisor to implement appropriate monitoring and evaluation plans based on gender transformative One Health principles.
- Coordinate with VWB/VSF Country Coordinators and the MEAL advisor to ensure timely and accurate monitoring and evaluation of country projects, including data compilation, documentation, and analysis.

Representation & Communication:

- Act as VWB/VSF Canada's representative with key donors, policy makers, governments, public and private partners, and news media.
- Attend and participate in external meetings, workshops, conferences, and brief the VETS team as appropriate.
- Work closely with the Communication Specialist and volunteers to arrange public engagement events (webinars, seminars, etc.), including the preparation and distribution of presentation materials, event registration, etc.
- Ensure that public engagement activities conducted by VWB/VSF staff and volunteers are tracked and presentations archived;
- Provide support for volunteers to produce media materials (articles, videos, web and social media content, etc.) to share their experiences in the volunteer cooperation program.

Business Development

- Support the research and implementation of volunteer business development initiatives
- Conduct market research to identify new opportunities for program expansion and improvement.

How to apply: Interested candidates are invited to submit their resume, a cover letter outlining relevant experience to recruitment@vwb.org by February 15, 2024.

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VWB is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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