

Overview

The Program Officer role is a full-time position. It is preferably a hybrid position located in Mississauga, Ontario, but could also be remote. This posting is for an existing position, with an anticipated start date of November 2026.

Reporting to the Director of International Programs, the Program Officer provides guidance and effective oversight to a portfolio of ERDO's programs, including the management of applicable programs funded through the Canadian Foodgrains Bank (CFGF). The Program Officer reviews plans and proposals to ensure their alignment with the ERDO International Programs Framework and international best practices, and oversees implementation, achievement of expected outcomes and budgetary requirements through timely monitoring and reporting and active correspondence with partners.

Key Responsibilities

International Programs

- Manage a portfolio of ERDO programs, including crisis response and community development, in connection with program partners and PAOC global workers.
- Support program partners in designing, planning, implementing, monitoring and reporting of programs.
- Correspond and engage proactively with program partners and PAOC global workers to provide guidance and support to newly approved and on-going programs.
- Carry out data collection, analysis, and evaluations to assess program effectiveness and inform future programming.
- Work closely with program partners to ensure adequate capacity is built in various areas of relief and development programming.
- Monitor programs in a timely manner to ensure effectiveness, alignment with best practices and standards, and compliance with programming practices and policies.
- Contribute to the development of country and area strategies of program partners in line with ERDO strategic objectives.
- Work in coordination with internal teams, including finance and communications, to enhance cross-departmental collaboration and ensure seamless program operations.
- Facilitate and attend monitoring trips to program locations; requires international travel.

Fundraising and Communication Updates

- Provide regular programming updates, information and reports to ERDO board, donors, staff, and other stakeholders regarding activities in program portfolio.
- Active cooperation with relevant ERDO staff regarding communication and finances, ensuring transparency and alignment with funding requirements.
- Develop and maintain strong relationships with relevant external stakeholders, including Global Affairs Canada (GAC), various non-governmental organizations (NGOs), and networks, to enhance program sustainability and funding opportunities.

Professional Development and Networking

- Active participation in relevant trainings, working groups, workshops, online webinars and other learning opportunities to increase and update understanding and skills related to child development and safeguarding, community development, crisis response, and program management.
- Conduct independent research and analysis of relevant literature, news, and reports to stay informed on best practices and emerging trends in international development.

Qualifications

Core Competencies:

- Understand principles, policies and trends within the international humanitarian aid and development sectors
- Understand results-based management
- Strong written and oral English communication skills
- High-level proficiency with Microsoft suite of programs and online communication tools
- Exceptional organization skills and attention to detail
- Ability to make quality decisions within the scope of authority
- Ability to take initiative, and manage multiple activities with efficiency and accuracy
- Ability to develop and implement improvements in work processes
- Ability to manage tight deadlines, unpredictable circumstances, and occasionally hectic work environments
- Experience working effectively in a team environment
- Excellent interpersonal skills to enable good working relationships with all areas of the organization
- Ability and willingness for international travel; travel to program locations is required
- Commitment to the Mission, Vision, and Core Values of ERDO
- Command of a language relevant to ERDO's programming portfolio (e.g. French, Spanish, Arabic or Swahili) is an asset

Experience:

- 3-5 years experience in a similar role or other notable relevant work experience
- University degree in a relevant field
- Field experience working with community development or crisis response programs is considered a significant asset.

Why Choose ERDO?

Established in 1983, ERDO is the humanitarian agency of the Pentecostal Assemblies of Canada. Our mission is to passionately respond to the practical needs of people living in poverty and crisis around the world. Our vision is to seek Christ-motivated community and individual transformation by meeting basic human needs and fostering social, economic and spiritual potential. We do our work and seek to honour God through our core values: Integrity, Excellence, Dignity, Collaboration, Compassion and Gratitude. With over 40 years of development experience, ERDO serves children and their families in more than 30 developing countries through community development, crisis response and child sponsorship. We are also recognized by Charity Intelligence as one of the "Top 100 Rated Charities in Canada."

As an employer, we provide the following:

- Competitive compensation package commensurate with experience which includes salary (range \$64K to \$72K) and paid vacation
- Comprehensive benefits for you and your dependents, which include health, dental, and insurance
- A defined benefit pension plan, with employer-matched contributions
- 10 Paid Personal Emergency Leave days per year
- 5 Paid Flex days per year
- Flexible work arrangements
- Professional learning and development opportunities
- Weekly chapel services

How Can I Apply?

Resume review begins on August 31st, 2026, but we will continue to accept applications until we find the right candidate. Interested candidates should forward their resume and cover letter to Program.Officer@erdo.ca with subject line – Program Officer. In your cover letter, please explain how your application aligns with the position, and ERDO's mission, vision and values. Please email your resume and cover letter as one .pdf or .docx file.

ERDO strives for an inclusive recruitment process; and welcomes and encourages applications from candidates with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ERDO – 2450 Milltower Court, Mississauga ON L5N 5Z6 – www.erdo.ca