



Transforming natural resource management  
Empowering communities  
Transformer la gestion des ressources naturelles  
Renforcer le pouvoir d'agir des communautés

## **Junior Program Officer**

**Location:** Remote-based from Ottawa/Montreal

**Employment Type:** Full-time

**Reports to:** Policy and Research Director

**Language:** Bilingual French and English

**Salary range:** \$50,000-60,000/year

## **About IMPACT**

IMPACT transforms how natural resources are managed where security and human rights are at risk. We investigate and develop approaches for natural resources management to improve security, development, and equality. An independent non-profit, IMPACT collaborates with local partners for lasting change.

IMPACT is headquartered in Canada with offices in Burundi, Côte d'Ivoire, Democratic Republic of Congo, Uganda, and Zimbabwe. Learn more at [www.impacttransform.org](http://www.impacttransform.org).

## **The Role**

IMPACT is looking to hire two ambitious, organized, and adaptable Junior Program Officers to support our team across research, policy, and operations. This is a generalist role suited to someone early in their career who wants broad exposure to the field and is comfortable switching between tasks and projects, depending on the needs of the organization.

You'll work closely with IMPACT's leadership team and program staff on a variety of projects and gain hands-on experience in how a small, mission-driven organization translates research, innovation and policy engagement into impact.

IMPACT offers meaningful work addressing pressing global challenges, along with mentorship and professional development opportunities to help you grow. Our collaborative and supportive team environment fosters learning and connection, while providing the chance to explore a variety of career pathways within the non-profit sector, including policy analysis, project management, human resources, and non-profit leadership.

While frequent travel is not anticipated for this role, applicants should have the ability to travel occasionally when required.

## Responsibilities

- **Research support** — Conduct desk research, compile data, summarize literature, and help prepare background materials for reports and publications.
- **Writing and drafting** — Contribute to policy briefs, memos, project proposals, and internal documents; proofread and edit materials for clarity and accuracy.
- **Policy analysis** — Track relevant legislation, international frameworks, and sector developments; synthesize findings for internal use and external communications.
- **Event and meeting support** — Help organize meetings, webinars, and events; prepare event reports or summaries.
- **Administrative coordination** — Assist with scheduling, travel arrangements, expense tracking, and other operational tasks as needed.
- **Institutional and operational support** — Assist staff with rolling out new organizational systems
- **Support organizational learning and information sharing** — Create project profiles, archive project information, and organize internal training sessions for staff.
- **General program support** — Pitch in wherever the team needs help—flexibility is essential.

## Qualifications, Expertise and Skills

### Required

- Master's degree in a relevant field (international relations, political science, human rights, geography, public policy, or similar).
- Candidates must demonstrate full working proficiency in both French and English (oral and written).
- Demonstrated interest in natural resource governance, environmental justice, conflict, development, or/and human rights.
- Excellent organizational skills, time management and attention to detail.
- Ability to manage multiple tasks, adapt to shifting priorities, and work independently.
- Intuitive and pro-active with the ability to identify potential issues, needs, challenges or opportunities.
- Ability to adapt to and work effectively on complex issues in a fast-paced environment.
- Proficiency with standard office software (Word, Excel, Google Workspace).



## **Preferred**

- Experience with qualitative or quantitative research methods.
- Familiarity with policy advocacy, international institutions, or non-profit operations.
- Prior internship, volunteer, or work experience in an international development, non-profit, research, or advocacy setting.
- Experience working in cross-cultural and linguistic settings.

## **To Apply**

Send the following information by email to [jobs@impacttransform.org](mailto:jobs@impacttransform.org):

- Cover letter describing interest and fit for the position, as well as your earliest availability to take up the position
- CV
- Optional: Letter(s) of recommendation from past employers or professors

In the subject of the email please state: the position you are applying for and your name.

Submit applications by: June 29<sup>th</sup>, 2026

We thank all candidates but only that shortlisted will be contacted. Shortlisted candidates may be asked to complete a short evaluation exercise, in addition to an interview.

Due to the volume of applications received, we ask that you do not follow up on your application with any IMPACT staff.

Failure to comply with the above-mentioned elements will automatically result in the rejection of the application.

IMPACT strictly prohibits all forms of sexual exploitation, abuse, and harassment and maintains a zero-tolerance policy.