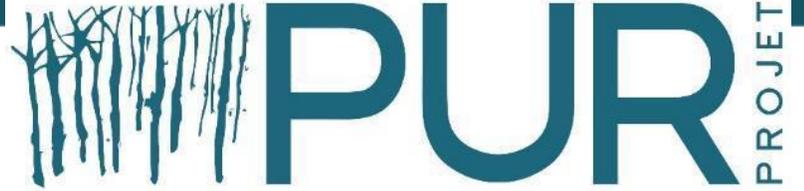


JOB DESCRIPTION



**PROGRAM OFFICER**

Location: Toronto, Canada  
AUGUST/SEPTEMBER 2021



CONTACT:  
**Talent Manager, PUR Projet**  
[manel.ramdani@purprojet.com](mailto:manel.ramdani@purprojet.com)

## PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France; with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe, and is currently expanding its scope within North America. PUR Projet's clients range in size but include large programs with entities such as Nespresso, General Mills, Happy Family Organics, Burberry, Ben & Jerry's, Chanel, and AccorHotels.

More information on PUR Projet and our work can be found on our website at [www.purprojet.com](http://www.purprojet.com).

## ROLE

PUR Projet is seeking an ambitious, creative and impact driven individual for a role in working with PUR Projet's client-facing team and with new and existing clients and partners, in the development of positive impact programs in their agricultural supply chains and as part of their corporate social responsibility or carbon neutrality goals.

The successful candidate will support research and coordination to advance our collective knowledge to enhance the management of existing and new ecosystem restoration programs, in coordination with the Program Team, Project Team, and Partners. This includes, but is not limited to, desk review work on key commodities and emerging industry-frameworks and international policies on social and environmental topics, administration of Partners' programs, including supporting ongoing program financial reporting, support on the monitoring, evaluation, and communication on project and program impacts over time. As part of the North American Programs Team, the successful candidate will also contribute to the design and implementation of the business development strategy of the office.

## DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	Contribute to PUR Projet's impact by providing day to day support for the research, design, coordination, and management of the North American portfolio of ecosystem restoration programs, as well as contributing to the expansion of this portfolio, in close collaboration with the Toronto Program and Project team, and in coordination
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	<p>with international PUR Projet teams. This may include interfacing with academic literature, social and environmental initiatives, clients, partners, donors on the design, development, implementation, management &amp; monitoring of ecosystem-based positive impact strategy and programs on a global basis.</p>
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<p><b>INDIVIDUAL RESPONSIBILITIES:</b></p>	<p><b>RESEARCH, ANALYSIS AND SYNTHESIS</b></p> <ul style="list-style-type: none"> <li>- Review literature, attend webinars, participate in roundtable discussion and coordinate with PUR Projet staff to develop synthesized materials to better inform business development offers, programs, and monitoring and evaluation.</li> <li>- Support knowledge translation of key topics to a wide audience (PUR Projet's management staff as well as field technicians).</li> </ul>
	<p><b>BUSINESS DEVELOPMENT &amp; PROGRAM MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>- Support Program Managers in the engagement of existing and potential clients/partners on strategy related to their social and environmental impact, and develop practical and implementable solutions to 'inset' their impacts within their own sphere of influence; &amp;</li> <li>- Coordinate within PUR Projet's Team, and collaborating partners, on the design and implementation of new programs on behalf of these clients/partners, or potential investors; &amp;</li> <li>- Model inputs and outputs for program implementation, supporting the development of program budgets.</li> </ul>
	<p><b>PARTNERSHIPS MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>- Coordinate with Partners on the evolution, governance, administration, and coordination of Partnership activities; including but not limited to strategy, accounting and measurement of environmental/social impacts, development of project portfolios and long-term coordination of projects teams.</li> </ul>
	<p><b>TEAM SUPPORT</b></p>

	<ul style="list-style-type: none"> <li>- Support North American team on key initiatives and business development opportunities including but not limited to: supply chain, social development, environmental and agronomic research;</li> <li>- the development of internal and external communication material;</li> <li>- support the development of formal proposals, contracts &amp; program budgets.</li> </ul>
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<p>KEY FOCUS AREA:</p>	<p>FOCUS AREAS</p> <ul style="list-style-type: none"> <li>- Support the development of carbon strategy plans, carbon valuation programs and overall carbon accounting at a program level aligned with key industry frameworks;</li> <li>- Promote program-specific research, program design, implementation and reporting aligning with key industry frameworks;</li> <li>- Provide strong interface between field realities and client needs</li> </ul>
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<p>TEAM RESPONSIBILITIES:</p>	<p>EXTERNAL COMMUNICATION &amp; REPRESENTATION</p> <ul style="list-style-type: none"> <li>- Support PUR Projet’s staff and represent PUR Projet publicly at conferences, in meetings with existing and potential clients, and with beneficiaries in the field; &amp;</li> <li>- Support the development of marketing and communication materials related to PUR Projet’s work in general, and with specific reference to projects, to support Clients’ external communications.</li> </ul>
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	<p>SUPPORT INNOVATION</p> <ul style="list-style-type: none"> <li>- Work with the international team to continually improve PUR Projet’s project, management and communications tools and procedures, to ensure PUR Projet continue to offer industry leading services and opportunities to its Clients and Partners; &amp;</li> <li>- Be creative and bring forward opportunities and concepts that can improve the impact and sustainability of PUR Projet’s projects.</li> </ul>
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	<p><b>CULTURE &amp; COMMUNITY</b></p> <ul style="list-style-type: none"> <li>- Support a healthy, fun and effective work environment as part of the PUR Projet Team;</li> <li>- Participate in internal workshops, seminars &amp; social events to help carry PUR Projet's strong sense of community; &amp;</li> <li>- Demonstrate your individual character, nature and ideology within the Company and support others to do the same.</li> </ul>
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<p><b>REPORTING:</b></p>	<p>The selected candidate will report to one or two Program Managers and/or a Senior Program Manager based in North America. The successful Candidate will also be expected to closely collaborate with a number of colleagues based in the Paris and other Global Offices.</p>
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**QUALIFICATIONS**

<p><b>EXPERIENCE:</b></p>	<p>2+ years of experience in the development and administration of sustainability programs with corporate clients.</p> <p>Candidates should have experience and/or knowledge in at least 4 of the following fields (Please speak to lived or academic experience in your cover letter):</p> <ul style="list-style-type: none"> <li>- Social and Environmental Policies and the Paris Agreement</li> <li>- Global Agriculture, Sustainable/Regenerative Agriculture</li> <li>- Ecosystem Services</li> <li>- International Carbon Accounting and Reporting</li> <li>- Climate Change Dynamics</li> <li>- Social and Environmental Impact Measurement and Corporate Social Responsibility Reporting</li> <li>- Financial Analysis and Reporting</li> </ul> <p>Experience working in collaborative environments with staff from across multiple departments and countries, as well as strong communication skills and the ability to communicate effectively with various stakeholders (from farmers to policy makers) will be seen as an asset.</p>
<p><b>SKILLS AND KNOWLEDGE:</b></p>	<p><i>Science &amp; Ecology:</i></p>

	<p>Proficiency in the topics of environmental impact measurement/monitoring ecosystem services, sustainable/regenerative agriculture, climate change, water resources, biodiversity, &amp;/or related international policy frameworks, considered a strong asset.</p> <p><i>Social:</i> Specific knowledge &amp; experience in topics related to gender, worker rights, child labour, &amp; beneficiary accounting, seen as a strong asset.</p> <p><i>Reporting &amp; Impact Accounting:</i> An understanding and comfort with social, scientific and/or economic research methodologies is seen as an asset. Comfort with frameworks for ecosystem service modelling and impact metric. .</p> <p>Comfort with topics related to the Sustainable Development Goals, Global Reporting Framework, Carbon Accounting, Fair Trade Certification, Principles of Responsible Investment, considered valuable.</p> <p><i>Digital Tools:</i> Proficient in the use Microsoft Word, Excel and Powerpoint; and comfortable with cloud-based data storage applications such as Dropbox or Google Drive. General competence in the use graphic design tools such as Adobe Photoshop and Illustrator, as well as GIS and Remote Sensing Software seen as an asset but not necessary.</p>
PERSONAL CHARACTERISTICS:	We are seeking an individual who takes responsibility and accountability for their work. An individual who is driven, self-reliant and comfortable working both autonomously and in a team. Strong interpersonal and leadership skills will be seen as a strong asset due to the nature of the work and interaction with clients, partners and beneficiaries of the projects. Experience working with individuals from different countries/cultures is an asset.
LANGUAGES:	Candidates must be fluent in English. Proficiency in French, Spanish and/or Portuguese is seen as a strong asset.

### WORKING CONDITIONS

The successful candidate will work out of the Toronto Office but will be expected to travel on a regular basis, up to 25% of their time.

Candidates will be expected to be comfortable working both outdoors, on projects in the field, in varying conditions, and in the office. PUR Projet's building and office are wheelchair accessible.

### **SALARY**

From CAD 50,000\$ annually to CAD 55,000\$ annually

### **BENEFITS**

PUR Projet offers a comprehensive benefits package that includes life and critical illness insurance, dental, prescription coverage, and a Health Spending Account that can be used flexibly for chiropractic, naturopaths, etc.

This position offers 4 weeks' vacation annually.

### **CONTRACT**

We are looking for an individual to fulfill a full-time, permanent position.

### **REQUIREMENTS & CERTIFICATIONS**

Candidates must have a valid passport, legal right to work in Canada (with a PUR Projet sponsored visa if necessary) and a valid driver's license. Candidates must have the ability to travel in the USA, UK and EU at minimum.

### **APPLICATION PROCESS**

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to **manel.ramdani@purprojet.com** with the subject 'PROGRAM OFFICER NORTH AMERICA – LAST NAME, FIRST NAME'. All candidates will receive a confirmation email upon receipt.

It is kindly requested that all submissions are made by **August 4th, 2021**, although interviews will begin before this time for any short-listed candidates who have submitted their documents early.

All CVs will be reviewed by the PUR Projet Team. Due to a high volume of applications anticipated, only candidates who will be shortlisted for an interview will be contacted. The recruitment process is as follows : a video conference interview with Manel, a 30-minute call with a member of the Canadian team, a Case study and a Fit team. Please be prepared to have two references available upon request.

It is expected that the successful candidate will start with PUR Projet at the end of August or early September 2021, however this date may be flexible in extenuating circumstances.