



Livres Canada Books

Job Description

Programs Officer

Position Summary

Reporting to the Deputy Executive Director (DED), the Programs Officer (PO) provides administrative and operational support for ongoing Foreign Rights Marketing Assistance Program (FRMAP) activities and the Mentoring – Funding Support and Coaching program activities. The Officer also assists the DED with program monitoring and evaluation.

Direct Report

The PO reports directly to the DED.

Areas of Responsibility

1. *Program Development*

- Provide support in the monitoring and identification of trends and opportunities for funding in support of the export of Canadian Books, on an ongoing basis;
- Provide support in researching market-specific or language-specific program needs;
- Provide support in developing program proposals and funding requests as required.

2. *Administration and Delivery*

- Provide administrative support in researching and writing program guidelines, application forms and sample documents for distribution to publishers;
- Distribute guidelines and relevant documents to publishers;
- Review first analysis of funding applications submitted by publishers;
- Review first analysis of travel claims submitted by publishers;
- Contact applicants and recipients to obtain the required information for incomplete or incorrect files;
- Prepare recommendations for funding to the DED (eligible and non-eligible publishers), for approval by the Executive Director;
- Process letters of acceptance or refusal to publishers, for the signature of the Executive Director;
- Process Contribution Agreements for eligible publishers;
- Send and receive Contribution Agreements, log documents, and send installments to eligible publishers;
- Collect data required for the Finance Manager to action funding processes;

- Provide support with the planning and execution of Mentoring – Coaching program;
- Send instructions for the preparation of the Mentoring – Coaching final reports on publishers' use of funding assistance;
- Provide support with internal and external requests for information regarding funding programs in both official languages;
- Receive and process correspondence and communications, in both languages, regarding programs;
- Coordinate internal and external requests for information (by telephone, in writing or in person) for all applications, claims, and publisher files;
- Address all correspondence and communications, in both languages, regarding programs;

3. *Monitoring and Evaluation*

- Set and handle the records management system on processing and status of the analysis of eligible publishers;
- Where applicable, provide support with final qualitative and accounting reports from publishers;
- Provide support with the research and preparation of reports, profiles, etc. on international trends, book fairs, markets and/or market segments of relevance to English- and French-language publishers;
- Provide support with program evaluations as required;
- Ensure that publisher files remain secure and confidential;
- Manage the collection of statistical data and use of funding assistance, for the analysis of each program, in cooperation with the DED;
- Where applicable, receive and verify final qualitative and accounting reports from publishers and recommend disbursements of appropriate Livres Canada Books' contributions.

4. *Other Duties*

- Maintain close collaborative relations and liaison with all Livres Canada Books' staff to share information on all aspects of programs and other services;
- Contribute to the Livres Canada Books' news bulletins;
- Provides support to the auditor (annual audits);
- Undertake, from time to time, special assignments as required and represent the organization at events.

Qualifications, Knowledge, and Competency Requirements

- Post-secondary education in related field or related experience.
- Strong project management, planning, and organizational skills.
- Capable of working well independently towards shared goals
- Values collaboration, teamwork, and shared problem-solving and successes.
- Strong interpersonal skills at a professional level.
- Strong computer literacy (Microsoft Office Suite, particularly Access and Excel).
- Fluently bilingual in French and English (essential).
- Knowledge of the book publishing industry is considered an asset.