



## Position: Program and Communications Associate

**Start Date:** April 2018

**Location:** Negotiable – Ideally the Associate will be housed within one of our member organizations in Asia, Africa, Latin America, MENA, or Central and Eastern Europe.

**Status:** Contractor – approx. 30-40 hours per week

**Compensation:** US \$1000-\$1300

The Coalition for Human Rights in Development is a global coalition of over 75 social movements, civil society organizations, and grassroots groups working together to ensure that development is community-led and that it respects, protects, and fulfills human rights. We are looking for a Program and Communications Associate who will serve within the International Secretariat to 1) support Coalition coordination and advocacy efforts and 2) help us tell the stories of our members and their work fighting for rights-respecting development.

The Coalition engages in collective campaigns to change policy and practice at development finance institutions, supports our members' advocacy with their governments to make development decisionmaking more transparent and democratic, and works with communities to promote self-determined development and to defend human rights. Our present program areas and campaigns include strengthening social and environmental standards and civil society engagement at various development finance institutions, developing tools and methodologies to strengthen use of human rights due diligence, supporting human rights defenders in development processes, and partnering with communities to advance community-led development.

The Program and Communications Associate will ideally be housed within one of [our member](#) organizations in Asia, Africa, Latin America, MENA, or Central and Eastern Europe in order to allow greater integration into the work. Remote work may also be considered.

The Program and Communications Associate position is a unique opportunity to put your communications skills to work in an exciting and dynamic field and organization. The Associate will gain expertise on a range of human rights and international development issues, and the opportunity to develop advocacy, organizing, and non-profit management skills. The ideal candidate will have excellent oral and written communication skills, a strong strategic sense, and a keen attention to organization and detail. S/He should be a self-starter with a strong commitment to social justice and a good sense of humor.

### Program Responsibilities:

- Provide logistical support for Secretariat activities and events, such as conference calls, gatherings, delegations, advocacy meetings, and public events.
- Respond to members' information requests.
- Support research, writing, and advocacy efforts as needed.
- Communicate and coordinate with Coordinator and other Secretariat staff toward efficient functioning of the Secretariat.

- Recruit and manage interns and translators.
- Support Coordinator with fundraising efforts and contribute to monitoring and evaluation of the Coalition’s work.

**Communications Responsibilities:**

- Develop and maintain a communications strategy and calendar to help the Coalition and its members get our message out to key audiences.
- Document and promote the work of the Coalition and its members through reports, newsletters, blogs and social media.
- Work with interns and other staff to maintain and update social media platforms, including website, Facebook, blog, Twitter, and annual newsletter, and work to expand their use and visibility.
- Assist with production of advocacy, organizational and training materials such as brochures, factsheets, presentations, letters, case studies, videos and policy papers.
- Support internal Coalition communications by maintaining online and telecommunications platforms and other information systems.
- Support outreach to journalists and media communications and events.

**Required Qualifications:**

- Commitment to human rights and social and environmental justice
- Excellent written and oral communication skills
- English fluency
- Strong organizational and project management skills
- Prior communications and/or advocacy experience
- Keen attention to detail
- Strong interpersonal skills and ability to work well under pressure while juggling multiple tasks
- Ability to make sound decisions, prioritize and complete tasks in a timely manner
- Ability to work independently as well as function as a member of a team
- Proficiency in communications technology including MS Office applications and social media platforms

**Preferred Qualifications:**

- Proficiency in French, Spanish, Portuguese, Mandarin, or Arabic
- Experience with human rights or development issues
- Proficiency with WordPress, design or publishing software

**To Apply:**

Please send a cover letter, resume, and work sample in English to [contact@rightsindevelopment.org](mailto:contact@rightsindevelopment.org), subject line “Program and Communications”. Please include in the first paragraph of your cover letter your geographical preference or the city in which you would want to be based. Deadline: March 30, 2018.

---

1101 15th Street NW, 11th Floor, Washington DC, 20005  
 Web: [www.RightsinDevelopment.org](http://www.RightsinDevelopment.org) | Phone: +1 (202) 742-5831  
 Email: [contact@rightsindevelopment.org](mailto:contact@rightsindevelopment.org) | Twitter: @RightsinDev