



Position: Regional Coordinator for Latin America

Start Date: September/October 2019

Location: Latin America

Time: 30-40 hrs per week as an independent contractor

Compensation: Competitive compensation for NGO sector

The Coalition for Human Rights in Development is a global coalition of 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 do so by making sure that communities have the information, power and resources to determine their own development paths and priorities and to hold development finance institutions, governments, and other actors accountable for their impacts on people, peoples and the planet. We are seeking a Regional Coordinator for Latin America to serve as part of the International Secretariat, supporting member outreach, coordination, and advocacy campaigns to change international development processes and advance human rights. The Regional Coordinator will ideally be housed at one of our member organizations in the region (rightsindevelopment.org/members).

The Regional Coordinator for Latin America will serve as the primary contact and Secretariat representative for the region, building relationships with prospective and existing Coalition members, facilitating information sharing between these members and the broader Coalition, developing resources and trainings to boost members' capacity, and supporting regional advocacy efforts and campaigns.

The Regional Coordinator will additionally support the Coalition's global program areas – organizing collective advocacy and communications campaigns directed toward development finance institutions, supporting our members' advocacy with their governments to make development decisionmaking more transparent and accountable, or facilitating community engagement partnerships to connect communities with support to successfully defend their human rights in development contexts.

Current campaigns include strengthening human rights protections and accountability at the Inter-American Development Bank, and developing proactive protection strategies to support human rights defenders impacted by development proposals and business activities.

The ideal candidate will have excellent oral and written communication skills, a strong strategic sense, experience with social justice organizing or advocacy campaigns and communications, and a keen attention to organization and detail. S/He should be a self-starter with a strong commitment to social justice, the ability to work across different cultural contexts, and a good sense of humor.

Responsibilities:

Regional Engagement

- Monitor regional development finance institutions and trends in human rights.
- Conduct outreach to civil society organizations within the region to build Coalition membership and advance Coalition campaigns and advocacy efforts.

- Act as the primary contact and Secretariat representative for the region, building relationships with Coalition members, facilitating information sharing between these members and the broader Coalition, and helping to boost members' capacity.
- Support members in the region in coordinated campaigns and advocacy with development banks, national level advocacy with governments, community engagement, or communications with the public or media.
- Organize and facilitate meetings, workshops or events.

Global Support

The Regional Coordinator will additionally support the Coalition's global campaigns and working groups, described here: www.rightsindevelopment.org/our-work. Tasks may include the following:

- Support working groups or campaigns directed at strengthening policy and practice at specific development finance institutions, supporting working group or campaign co-chairs in strategy and workplan development and execution.
- Communicate and coordinate with Coordinator and other Secretariat staff toward efficient functioning of the Secretariat.
- Conduct outreach to engage members and allies.
- Conduct research and analysis on development finance and human rights, and produce advocacy and education materials such as letters, case studies, guides, or policy papers as required.
- Promote the work of the Coalition through internal and external communications platforms including listservs, blog, website, Twitter and Facebook
- Manage listservs, contact databases, and other necessary communications platforms.
- Support organization of activities and events, including meetings, webinars and trainings.
- Support fundraising efforts and contribute to monitoring and evaluation of the Coalition's work.

Required Qualifications:

- Commitment to human rights and social and environmental justice
- Prior experience with human rights or development issues
- Prior advocacy or organizing experience
- Excellent written and oral communication skills
- Spanish fluency
- English professional proficiency
- Strong organizational and project management skills
- Keen attention to detail
- Strong interpersonal skills and ability to work across cultural contexts
- Ability to work well under pressure while juggling multiple tasks
- Ability to work independently as well as function as a member of a team
- Ability to travel
- Proficiency in MS Office applications

To Apply:

Please send a cover letter and resume in English, as well as two work samples – one in Spanish and one in English – (e.g. an action alert, blog, or report) to contact@rightsindevelopment.org, subject line "Regional Coordinator". Please include in the first paragraph of your cover letter the city in which you would want to be based, along with your preferred amount of hours. Deadline: Rolling.