



www.rightsindevelopment.org
contact@rightsindevelopment.org | Twitter: @RightsinDev

Position: Communications Lead

Start Date: As soon as possible

Applications Due: Rolling. Ideally, before 28th February. We will continue to consider applications until the position is filled.

Location: Negotiable – Remote or can be housed within one of our member organizations in Asia, Africa, Latin America, MENA, or Central and Eastern Europe.

Status: Contractor – Full-time (5 days/week) or Part-time (at least 3.5 days/week)

Compensation: Competitive (based on experience)

About the Coalition

The Coalition for Human Rights in Development is a global network of over 80+ social movements, civil society organizations, and grassroots groups working together to ensure that development is community-led and respects, protects, and fulfills human rights. We are a platform for global and regional collaboration, and facilitate strategic human rights-based initiatives and campaigns. We organise collective global advocacy and communications campaigns to change policies and practices around the financing and implementation of development activities. We support our members' advocacy with their governments to make development decision-making more transparent and accountable. And we partner with grassroots groups and communities to defend their human rights, and promote their own priorities in development.

About the position

The Coalition is looking for a dynamic, empathetic and respectful Communications Lead who will report to the Director, and serve within the International Secretariat to (1) advance the Coalition's collective public campaign advocacy, (2) amplify the stories of our members and their work fighting for just and sustainable development, and (3) improve communication and coordination within our diverse and vibrant global network, and with partners.

This is a unique opportunity to put your communications and organisation skills to work at an international level. The Communications Lead 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. They should be a self-starter, and have a strong commitment to social justice.

Key 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.

- Maintain and update the Coalition’s website, blog and social media platforms, including Facebook and Twitter, and work to expand their use and visibility.
- Support outreach to journalists and media outlets.
- Assist with production of advocacy, organizational and training materials such as brochures, factsheets, presentations, letters, case studies, videos and policy papers.
- Respond to Coalition members’ requests regarding communications related support.
- Recruit and manage interns and translators to support communications efforts.
- Support the Director with communications aspects of fundraising and reporting.
- Provide logistical support for Secretariat activities and events, such as conference calls, gatherings, delegations, advocacy meetings, and public events, and maintain online and telecommunications platforms and other information systems.

Required Qualifications

- Prior communications and/or advocacy experience.
- Commitment to human rights, and social and environmental justice.
- Excellent written and oral communication skills.
- English fluency.
- Keen attention to detail.
- Experience working in remote, international/cross-cultural team settings.
- Strong organizational and project management skills.
- Strong interpersonal skills and ability to work well under pressure.
- Ability to prioritize and complete tasks in a timely manner, while juggling multiple tasks.
- 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 international human rights and/or development issues.
- Proficiency with WordPress, design or publishing software.

To Apply

Please send a cover letter, resume, and two English-language writing samples to contact@rightsinddevelopment.org, subject line “Communications Lead”. In the first paragraph of your cover letter, please include your geographical preference or the city in which you want to be based. Please also describe how your previous experiences have helped prepare you to fulfill the key responsibilities described above. Please note, only shortlisted candidates will be contacted.

We strongly encourage womxn, Indigenous Peoples, people from the Global South, LGBTQIA individuals, people with disabilities, and all qualified persons to apply for our open positions.