



Position: Regional Coordinator for Latin America

Start Date: As soon as possible

Applications Due: We will consider applications as they come in, on a rolling basis. Ideally, please send your application before Monday, 2nd March, 2020.

Location: Latin America. Negotiable – Remote or can be housed within one of our member organizations in the region.

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

Compensation: Competitive for NGO sector (based on experience)

About the Coalition

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 respects, protects, and fulfils human rights. We work with members and partners to ensure communities have information, power and resources to determine their own development, and to hold development finance institutions, governments, and other actors accountable to peoples and the planet. Current campaigns in the region 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 projects and business activities.

About the position

We are seeking a Regional Coordinator for Latin America to work with our Director and serve as part of the International Secretariat. The Regional Coordinator for Latin America will serve as the primary contact and Secretariat representative for the region, and support the Coalition's global program areas. The Coordinator will be responsible for member outreach, coordination, and advocacy campaigns to change international development processes and advance human rights in the region. A list of our member organizations is available here <https://rightsindevelopment.org/our-members/>.

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. They should be a self-starter, with a strong commitment to social justice. They must have the ability to work across different cultural contexts, while being respectful and empathetic.

Responsibilities

- 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.
- Organise and support members in the region in coordinated campaigns and advocacy with development banks.
- Supporting members in national level advocacy with their governments.

www.RightsinDevelopment.org

Email: contact@rightsindevelopment.org | Twitter: [@RightsinDev](https://twitter.com/RightsinDev)

- Conduct outreach to civil society organizations within the region to build Coalition membership and advance Coalition campaigns and advocacy efforts.
- Facilitate community engagement partnerships in the region to connect communities with support to successfully defend their human rights in development contexts.
- Monitor regional development finance institutions and trends in human rights.
- 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.
- Support global working groups or campaigns in strategy and workplan development and execution.
- Help 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.
- Organize and facilitate meetings, workshops or events, including gatherings, webinars and trainings.
- Support fundraising efforts and contribute to monitoring and evaluation of the Coalition’s work.

Required Qualifications

- Strong interpersonal skills and ability to work across cultural contexts
- Commitment to human rights and social and environmental justice
- Prior experience with human rights or development issues
- Prior advocacy, community organizing, or campaigning experience
- Excellent written and oral communication skills
- Spanish fluency
- Professional proficiency in English.
- Strong organizational and project management skills
- Keen attention to detail
- 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 occasionally
- 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 “Latin America Coordinator”. In the first paragraph of your cover letter, please include the city in which you would want to be based, and whether you would prefer to work full-time or part-time. Please note that only shortlisted candidates will be contacted.

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