



## Position: Global Operations Coordinator

**Start Date:** As soon as possible

**Applications Due:** Friday, November 13, 2020

**Location:** Remote or can be housed within one of our member organizations across the world.

**Status:** Contractor – Full-time (40 hours/week) or Part-time (at least 28 hours/week)

**Compensation:** Competitive for NGO sector (based on experience and location)

### 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. Our work includes collaborating with communities and human rights defenders, and supporting them on their campaigns at local, national, regional and international levels.

### About the position

The Coalition is seeking a Global Operations Coordinator to serve as part of our International Secretariat. The Global Operations Coordinator will support the Coalition's programmatic work by carrying out key administrative tasks for its small but growing secretariat. The Global Operations Coordinator will be the administrative backbone of the Coalition's expanding work with frontline communities, and support the secretariat on operations, administrative and finance related tasks, including everyday administrative responsibilities ranging from setting up meetings, preparation of contracts/MOUs, data-entry and some financial tracking and budgeting.

The ideal candidate will be empathetic, patient, and extremely well organised, with a commitment to human rights and dignity. We are looking for a self-starter with a can-do attitude.

While the candidates can be based anywhere, and can design their own work hours, they should be available to work between 9:00 am UTC/GMT and 11:30 am UTC/GMT. They must be comfortable working remotely with people across different cultures and time zones.

### Responsibilities

- *Collaboration with frontline communities:* administering and tracking small grants application processes, preparation of grant agreements using templates, scheduling payments, and tracking of reporting.
- *Finance support:* Preparation of contracts for service providers and vendors, filling expense reports, and tracking financial flows and producing reports.
- *Administrative support for internal human resource practices of the secretariat:* recruitment, induction, self-reflection processes, etc.

- *Operational support:* Contacts database management, data entry, call scheduling, meeting invites, and liaising with the Coalition secretariat's fiscal sponsor.
- *Travel and meeting assistance:* Prepare and organise logistics for travel and meetings (when travel becomes possible again)
- Other administrative tasks, as they arise.

### **Required Qualification**

- Has at least 3 years of experience in a similar operations, administrative and/or financial function; experience working in an international NGO or projects funded by international donors preferred
- Ability to work across different cultural contexts, while being respectful and empathetic
- Highly organised - pays attention to details
- Experienced in data processing and handling of databases
- Written and oral proficiency in English; basic knowledge of any other major language Arabic, Spanish, French, Russian, etc would be an asset
- Comfortable with numbers
- Intermediate to strong computing skills involving spreadsheets, word processors and online communication tools
- Comfortable working remotely with minimal supervision
- Able to work across different time zones
- Flexible and adaptable to the demands of the work

### **To Apply**

Please upload a cover letter and resume in English to <https://rightsindevelopment.org/employment-application/>

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.

Please also upload a work sample in English, which can be a writing sample like an article, an assignment, or an email. Only one is required but you also have the option of providing a second sample if you prefer.

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