



Position: Community Resource Exchange Coordinator

Start Date: As soon as possible

Applications Due: January 24, 2021

Location: Remote or can be housed within one of our member organizations across the world. Preference for those based in the Global South or post-Soviet states.

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 fulfills 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 people, 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 Community Resource Exchange (CRE) Coordinator to serve as part of our international secretariat, and report to the Coalition Director. The CRE Coordinator will coordinate internal staff and partners to ensure the effective implementation of an ambitious 3-year pilot project of the CRE.

The objective of the CRE is to facilitate better exchange of skills, tools and resources with and among communities seeking to defend their rights vis-a-vis international investment and development finance supported activities. The CRE concept has been developed through a multi-year collaborative process, which is now moving into a piloting phase. More about the CRE: <https://rb.gy/9jaloo> and <https://rb.gy/ejz4u>.

The ideal candidate will be empathetic, patient, strategic, and extremely well organised, with a commitment to human rights and dignity. We are looking for a collaborative leader and problem-solver with a can-do attitude, and the ability to build consensus across diverse stakeholders.

While candidates can be based anywhere, and may design their own work hours, we have a preference for those who are available to work between 9:00 am UTC/GMT and 11:30 am UTC/GMT. The person will have to establish a schedule that facilitates collaboration with project staff across multiple time zones.

Responsibilities

- **Leadership & Project management:** Work with the Coalition Director and project team to develop and implement a work plan to timely and effectively meet established objectives.

- **Staff development & management:** Provide direct supervision and professional development for 3 dedicated CRE staff.
- **Governance:** Facilitate the strategic engagement and direction of the CRE Advisory Committee to ensure meeting of CRE goals and objectives and good governance of the pilot operations.
- **Systematization:** Develop data management, tracking and communications processes and systems, with support from database consultants, to ensure the effectiveness and systematization of pilot operations, as well as continued evolution and improvement.
- **Fundraising:** Work with the Coalition Director and project team to report to existing funders and to secure future resources.
- **Outreach & Communications:** Work with the Coalition Director and project team to maintain active communication with stakeholders and to promote and ensure the accessibility and effectiveness of the CRE.
- **Monitoring & Evaluation:** Lead ongoing monitoring and evaluation of pilot, drawing out lessons learned and recommendations for any necessary changes, including formal annual reviews.

Required Qualifications

- Commitment to social justice, community self-determination and human rights
- Significant experience supporting community-led struggles
- Proven project management and strategic planning skills
- Experience with organization and systems development, strong attention to detail
- A collaborative leader with experience in personnel development and team building
- A strong facilitator and consensus builder
- Familiarity with global development or investment-related human rights issues and actors
- Ability to work respectfully in diverse cultural contexts
- Written and oral proficiency in English; knowledge of any other major language e.g. Arabic, Spanish, French, Russian, etc would be an asset
- Ability to travel
- Flexibility, adaptability and willingness to find solutions
- Sensitivity to systemic discrimination and power differentials
- Sense of humor and empathy

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 where you would want to be based, and whether you would prefer to work full-time or part-time.

Please also upload two writing samples, which can be an article, strategic memo, report, or project plan etc. One sample must be in English. The second sample does not necessarily need

to be in English. Questions may be directed to recruitment@rightsindevelopment.org. Please note that only shortlisted candidates will be contacted.

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