Job Description:
Regional Coordinator for Asia

Start Date: As soon as possible
Applications Due: We will review applications as they come in, on a rolling basis. The final deadline for submission is Sunday, October 15, 2023.
Status: Contractor – Full-time (5 days/week) or Part-time (at least 3.5 days/week)
Compensation: USD 30,000 to 36,000 per year assuming full time basis (subject to location and experience, and can be prorated based on contractual working hours). We also have a paid time off policy including vacation, holidays, sick leave etc., and cover agreed costs related to office expenses, travel, etc.

About the Coalition
The Coalition for Human Rights in Development is a global coalition of social movements, civil society organisations, 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 at the Asian Development Bank and Asian Infrastructure Investment, 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 Asia to serve as part of our International Secretariat. The Regional Coordinator will serve as the primary contact and Secretariat representative for the Asia 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.

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 and different time zones, while being respectful and empathetic. We have flexible hours; however, candidates will need to be available for meetings with colleagues in the Western Hemisphere, including regular biweekly team calls from 9 pm Manila time to 11 pm Manila time.

We will only hire people who are from Asia and in Asia for this role. We have a preference for the person to be based in South East Asia or South Asia but are open to all strong candidates. In South Asia, for strategic and operational reasons, we can only consider candidates based in Sri Lanka, Nepal, Bangladesh, and Bhutan. We are unable to sponsor visas. Applicants must have the status to live and work in their country.

We strongly encourage women, Indigenous Peoples, LGBTQIA individuals, people with disabilities, and all other qualified persons to apply for this position.

www.RightsinDevelopment.org | recruitment@rightsindevelopment.org | X/Twitter: @RightsinDevt
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.
● Conduct outreach to civil society organizations within the region to build Coalition membership and advance Coalition campaigns and advocacy efforts.
● Facilitate collaborations with community and grassroots groups 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 and campaigning experience, including in collaboration with grassroots groups
● Excellent written and oral communication skills
● 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 internationally occasionally
● Experience working in remote working environments and proficiency in MS Office applications

Preferred Qualifications

● Experience working with Asia/Asia-Pacific regional networks, focusing on environmental and human rights, development and accountability issues.
● Familiarity with issues related to international investments and development finance
● Professional proficiency in an Asian language

To Apply

Please upload a cover letter and resume in English, as well as two work samples (e.g. an action alert, blog, or report) before Sunday, October 15, 2023 23:59 UTC (Coordinated Universal Time) to https://rightsindevelopment.org/employment-application/. Both your work samples must be in English.

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.