Position: Communications Facilitator

Start Date: late June or early July  
Applications Due: March 26, 2024  
Location: any country in Latin America or the Caribbean  
Status: Contractor – Full-time (5 days/week) or Part-time (at least 3.5 days/week)  
Compensation: USD $30,000 to $36,000 on a gross full-time basis, based on location and experience (pro-rated if less than full time). We also have a paid time off policy including vacation, holidays, sick leave, etc. We 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 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 peoples and the planet.

About the position

Within the Coalition, we see communications as a tool to build solidarity, grow movements and advance advocacy efforts. We have also been increasingly looking at changing narratives to center communities and grassroots human rights defenders as the experts of their own development pathways and priorities.

Currently, we have only one dedicated communications professional. We want to hire a Regional Communications Facilitator to work with our Communications Lead and serve as part of the Coalition’s global Secretariat. The Communications Facilitator will work to:

- support the Coalition’s members and community partners in Latin America, identifying and implementing creative ways to amplify their voices and providing the communications support needed;
- strengthen our media engagement strategy, especially at the regional level in Latin America;
- help advance the Coalition’s collective communications, campaigns and advocacy efforts;
- keep the website updated and populate it with new content.

The ideal candidate will be self-motivated and well-organized, with excellent interpersonal communication skills and exceptional attention to detail. We are looking for a strong storyteller with stellar writing and editing skills. They must be able to work across different cultural
contexts and timezones, while being patient, respectful and empathetic. They must be committed to community-led struggles for human rights and dignity.

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

**Responsibilities**

- Support Coalition members and partners – including grassroots communities and human rights defenders – to advance their communication goals and amplify their stories/perspectives with a sensitive, empathetic approach. Examples of communications support for grassroots partners can include:
  - creating content or finding opportunities to visibilize community-led struggles;
  - amplifying the work of our members and partners across our communications channels;
  - facilitating capacity-building activities;
  - co-develop collective campaigns at the regional or global level.
- Develop and disseminate creative, accessible and engaging content (such as blogs, newsletter, graphics, videos, etc), about the work of the Coalition and its members and partners (with a focus on Latin America).
- In coordination with the Latin America Regional Coordinator, lead coordination of communications efforts in campaigns of members and partners in Latin America (e.g.: supporting civil society advocacy efforts targeting the Inter-American Development Bank or the work around the just energy transition).
- Co-develop strategies and planning for the Coalition’s global communications programme, together with the Communications Lead.
- Support the Coalition’s Communications Lead on global campaigns.
- Build out social media presence and create social media content, with a focus on Latin America’s audience.
- Provide guidance for Coalition’s staff members or partners on op-eds, articles and blog posts;
- Edit advocacy, organizational and training materials.
- Map out potential actors (including journalists and civil society groups) who do human rights-related communications work, especially in Latin America.
- Outreach and engagement with journalists and media outlets, with a particular focus on Latin America.
- Update existing multilingual website, help review and update our resource directory, and input data in our contacts database when needed.
- Translate or proofread short materials in Spanish when needed (including advocacy letters, blogs, briefings, etc).
- Manage relationships with translators, designers, and other communications contractors.

**Required experience and qualifications**

- Excellent written and oral communication skills, both in Spanish and English.
• At least 3 years prior communications experience (for e.g. as a journalist, media professional, organisational communications officer, etc.).
• Demonstrated commitment to human rights, and social and environmental justice.
• Experience conveying complex human rights concepts to a general audience.
• Experience in editing and proofreading diverse types of content.
• Keen attention to detail and organizational skills.
• Experience working in remote, international/cross-cultural team settings.
• Experience working with grassroots communities, human rights defenders, and/or civil society activists.
• Strong interpersonal skills, with respectful, empathetic and collaborative style.
• Sensitive to dynamics of discrimination and power differentials.
• Ability to work under pressure, prioritise and complete tasks in a timely manner, while juggling multiple tasks.
• Flexibility, adaptability and willingness to find solutions.
• Ability to work independently, as well as function as a member of a team and collectives.
• Experience in managing and creating content for social media platforms.
• Good experience with WordPress, and design or publishing software (Adobe package, Canva, etc.).
• Proficiency in using computers and technology (including MS Office applications, Google suite, etc.).
• Ability to travel internationally occasionally, as required.

Preferred experience & qualifications

• Experience coordinating and advancing collective work, including facilitating online or in-person workshops.
• Proficiency in French or Portuguese is a plus.
• Experience with international human rights and/or development issues.

Who will you work with?

The Communications Facilitator will work closely with the Communications Lead to advance the Coalition’s global communications efforts, as well as with other staff members conducting work to support our members and partners in Latin America (the Regional Coordinator and the Community Resource Exchange Regional Facilitator).

Our team is international and works across several time zones. We have flexible working hours, but about once a week, you are likely to have early morning meetings (including our full secretariat team meetings which take place every alternate Tuesdays, at 1 pm UTC time).

As a team, we deeply value empathy, compassion and kindness. We work to build trust-based, mutually respectful relationships with each other and the people we work with, striving always for equity and inclusion.
**Expected timeline**

April 8 - 16: first round interviews  
April 26 - May 3: written test  
May 13 - 17: second round interviews

**To Apply**

Please upload a cover letter and resume in English, as well as two work samples, one in English and one in Spanish (e.g. an article, a blog, etc) before March 26 to [https://rightsindevelopment.org/employment-application/]().

In the first paragraph of your cover letter, please include the location where you would want to be based, and whether you would prefer to work full-time or part-time. We are unable to sponsor work visas and candidates must have status to work in their preferred location.

Please note that we have limited staff capacity and unfortunately we will only be able to contact shortlisted candidates. Apologies for the difficulties this causes.