



Franciscans International (FI) is seeking candidates for the position of

AMERICAS PROGRAM COORDINATOR

About the Position

Title: Americas Program Coordinator
Department: Advocacy
Location: Geneva, Switzerland
Reports to: International Advocacy Director
Contract: full-time and permanent position
Expected start date: 1 November 2023 or as soon as possible depending on availability.

POSITION SUMMARY

As member of the advocacy department, the Americas Program Coordinator develops national and regional advocacy strategies and then plans and implements related activities.

In consultation with local, national and regional partners, in particular with the Franciscans, the Americas Program Coordinator identifies key human rights issues in the countries under her/his responsibility as well as advocacy opportunities to address these at the UN. The Americas Program Coordinator gathers and processes relevant information and facts in relation to the region. The Americas Program Coordinator thus coordinates advocacy work and networks both at country and regional level as well as at international level.

The Americas Program Coordinator acts under the supervision of the International Advocacy Director (IAD) and in cooperation with colleagues both from the advocacy department and other departments.

About Franciscans International

Franciscans International is an international non-governmental organization, with general consultative status at the United Nations, working for the promotion and protection of human rights. Since its establishment in 1989, FI has used advocacy as a tool to address human rights abuses. From its offices in Geneva and New York, FI relies on the expertise and first-hand information of a large network of partners. We work together with and on behalf of Franciscan orders and congregations, as well as with grassroots movements and other civil society organizations to advocate for structural changes addressing the root causes of injustice.

RESPONSIBILITIES

- **Planning, management, and monitoring results:** Under the supervision of the IAD, contribute to develop and implement FI advocacy strategy and the work in the region. In particular, develop a consistent, viable and result-oriented regional advocacy program.
- **Coordination and networking:** Work closely with advocacy team colleagues in Geneva and New York, local and national partners, consultants, and experts who help shape and adapt the regional program. Advise local and national partners on strategic advocacy actions. Reach out to partners in the region through facilitation of gatherings, technical support, and mobilization. Participate in relevant regional meetings. Identify and understand field partners' concerns and ensure those are reflected into the regional strategy. Ensure strategic partnerships and consultation of key constituencies to support FI work in specific countries and at the international level. Develop and maintain strategic contacts with Franciscans and NGOs but also UN agencies, governments and diplomats.
- **UN advocacy work:** Address country-specific and/or regional concerns at UN level. Actively participate in relevant UN meetings and debates. Organize and coordinate advocacy work at the UN, including lobby meetings, awareness-raising events and statements. Invite, organize, assist, and accompany local and national partners to take part in this work. Build, enlarge and/or deepen networks and coalitions at international level for joint advocacy purposes.
- **Research and UN Reporting:** Gather information, through communication with partners and fact-finding events and missions. Research, draft and edit reports, briefings, communication materials, and other advocacy and awareness-raising materials. Research, document, monitor, and/or analyse developments concerning human rights issues in the region. Process information received from national partners and propose key recommendations to UN human rights mechanisms. Prepare in-depth analytical studies/reports.
- **Capacity Building:** Develop and implement capacity building and training programs for national partners on human rights advocacy. Coordinate and organize workshops and consultations with partners and other stakeholders in the region.
- **Representation:** Represent the organization in external meetings and UN conferences and relevant regional events, including speaking on behalf of the organization.
- **Coordination with other departments:** Work with fundraising and project management staff, as well as finance and communications departments, including through the creation of content for social media. Perform all necessary administrative tasks.
- **Supervision:** Supervise interns and consultants, provide oversight, and take responsibility for delegated assignments.

CANDIDATE PROFILE

Experience and qualifications

- Advanced degree in law, international human rights law, international relations, development, or a related field.
- Minimum of 5 years of relevant international human rights experience, in particular in NGOs. Direct experience working with different UN human rights mechanisms, in particular with the Human Rights Council and Treaty Bodies, is strongly desired.
- Experience working with one or several countries in the Americas and familiarity with regional dynamics, as well as sound understanding of its major human rights issues and trends. Previous field work is considered an asset.
- Previous experience in building bridges between grassroots partners and the UN is strongly desired.
- Strong commitment to human rights and social issues; and to environmental justice.

Expected knowledge & skills

- Substantial knowledge of the international human rights system, law, and policies. A sound understanding of the political context in which human rights advocacy processes take place.
- Ability to develop UN advocacy strategies and set priorities that are in line with the organization's vision and mission as well as with partners' needs at the grassroots.
- Ability to effectively engage – including publicly – a wide range of audiences (diplomats, governmental authorities, UN experts, media, marginalized and affected communities, religious and Indigenous leaders, Franciscans, and national and local activists).
- Strong commitment to achieving expected results and diligence in the achievement of regional programs' objectives.
- Ability to prioritize assignments, plan workload efficiently, and implement advocacy, fact-finding and capacity-building activities within prescribed time, budgetary and quality standards; work with minimum supervision.
- Diligence in planning and implementing program activities, including in risk assessment; strategic and creative thinking.
- Ability to monitor and evaluate the impact of FI advocacy activities in the region or in the countries of assignment.
- Ability and readiness to cope with challenges and to find solutions to unexpected problems.
- Ability and willingness to travel, including to the region, at least twice a year.
- Strong interpersonal and diplomatic skills; ability to work in a team and to support colleagues as well as to work independently.
- Proficiency in oral and written English and Spanish. Knowledge of other relevant regional languages, in particular Portuguese, is considered as an asset.

FI OFFERS

- Experience in a professional and growing human rights advocacy organization, with strong connections at the grassroots; and
- A weekly working time of 37,5 hours (100%), 25 days of annual leave, travel insurance, and a salary commensurate with experience.

HOW TO APPLY

Deadline for application: **Sunday 1 October 2023.**

Applications should be sent in English by email to Mr. Budi Tjahjono at b.tjahjono@franciscansinternational.org specifying "Americas Program Coordinator" in the subject line.

Applications should include:

- A CV;
- A 1-page letter of motivation;
- 3 references with contact details – email, phone number and working relation; and
- Confirmation that you have a valid Swiss work permit or are eligible to obtain one.

*Franciscans International is an equal opportunity employer. All interested candidates matching the requirements are welcome to apply whatever their origin, gender, age, and belief. We thank all those who apply. Incomplete applications will not be reviewed, and **only shortlisted candidates will be contacted.***

First-round interviews will be conducted between 23 and 25 October 2023, and the successful candidate should start on **1 November 2023** or as soon as possible depending on availability.