

Program Coordinator for Eastern Europe, South Caucasus, and Central Asia

Application Deadline: until the position filled

Start Date: 16 July 2022 or sooner if the successful candidate is available

Education Requirement: Master's Degree in International Relations/Global Affairs, Peace Studies, Political Science, Human Rights, and related disciplines. Exceptional candidates with a Bachelor's Degree will be considered

Employment Type: Full-time one-year contract, with the possibility of extension

Salary Scale: Based on the International Civil Service Commission (ICSC) scales and dependent on experience, skills, and education

Location: New York City, NY. Authorization to work in the U.S. is a precondition of employment, GNWP will not be able to sponsor U.S. work visas.

Position

The Global Network of Women Peacebuilders seeks a full-time Program Coordinator focused on peacebuilding programs in Eastern Europe, South Caucasus, and Central Asia. The Program Coordinator will lead and coordinate advocacy, research, planning, and programmatic work in Eastern Europe, South Caucasus, and Central Asia. The Program Coordinator will also participate in global advocacy in New York. The Program Coordinator will also contribute to implementing GNWP's communication and fundraising strategy.

The Program Coordinator will be based in New York City, and may be expected to occasionally travel with other GNWP staff to Eastern Europe, South Caucasus, Central Asia, and other regions where GNWP implements projects.

The Organization

The Global Network of Women Peacebuilders (GNWP) is a coalition of women's groups and other civil society organizations from Africa, Asia and the Pacific, Latin America, Eastern and Western Europe, the Middle East, and the Arab world —mostly in conflict-affected countries—that are actively involved in advocacy and action for the full and effective implementation of the UN Security Council Resolutions (UNSCR) on Women and Peace and Security, Youth and Peace and Security, Sustaining Peace, Gender-responsive Humanitarian Action, and 2030 Agenda for Sustainable Development.

GNWP amplifies women's and girls' voices for more sustainable and inclusive peace. In partnership with local communities affected by violent conflicts and humanitarian crises, GNWP implements programs that build peace in local communities, teach women and girls how to read and write, promote women and girls to be leaders and decision-makers, and improve women's economic status. GNWP advocates with governments for the implementation of laws and policies that promote and protect women and girls' rights and work with men and gender-equality allies to support women and girls' empowerment, leadership, and rights.

Description

The Program Coordinator will:

- Coordinate with GNWP in-country partners and manage preparatory phases of country-level activities primarily in Eastern Europe, South Caucasus, and Central Asia;
- Lead the implementation of GNWP activities in Eastern Europe, South Caucasus, and Central Asia, including logistics, travel, and co-facilitation of advocacy meetings and training workshops; and conduct regional research and advocacy;
- Draft reports on the country-level programmatic work of GNWP in Eastern Europe, South Caucasus, and Central Asia;

- Communicate with GNWP members and partners from Eastern Europe, South Caucasus, and Central Asia to support and amplify their advocacy;
- Prepare and oversee budgets, narrative and financial reports on various programs and projects related to the advocacy for the effective implementation of the UN Security resolutions on Women and Peace and Security (WPS), Youth and Peace and Security (YPS), and Sustaining Peace, and Gender-responsive Humanitarian Action, and 2030 Agenda for Sustainable Development;
- Represent GNWP in meetings and other events at the UN or those organized by the UN, Member States, civil society, and academic institutions in New York;
- Monitor policy deliberations on the UNSCRs on WPS, YPS, Sustaining Peace; Humanitarian Action, 2030 Agenda for Sustainable Development; CEDAW, and other international laws relevant to women and peacebuilding;
- Oversee Program officers, associates, interns, and volunteers;
- Conduct research to support GNWP's programs and coordinate fundraising;
- Actively engage on social media platforms where GNWP is active (Twitter; Facebook; Instagram) both during country-level programmatic work and during regular work hours; and
- Work in a supportive, inclusive atmosphere.

Qualifications

- Master's Degree preferred; exceptional candidates with a Bachelor's Degree will be considered;
- Background in global affairs, public policy and advocacy, gender studies, and peace studies, with expertise in Eastern Europe, South Caucasus, and Central Asia;
- Particular interest in moving global issues to the national and community level and amplifying the voices of grassroots women at the global level;
- Knowledge of international policies (and discussions) that impact women, specifically the UN Security resolutions on Women and Peace and Security (WPS), and Youth and Peace and Security (YPS), Sustaining Peace, Humanitarian Action, CEDAW, 2030 Agenda for Sustainable Development and other related frameworks;
- Excellent information and communication skills, with attention to evolving strategies that bring issues on women, peace and security to the public forum;
- Stellar writing and research abilities;
- A self-starter with the ability to keep deadlines and commitments;
- Ability to work independently and as part of a team;
- Fluency in regional languages is an asset; and
- A creative outlook, enthusiasm, and a fresh perspective.

Salaries are based on the International Civil Service Commission scales, and are dependent on experience, skills, and education.

To apply please send cover letter, CV, writing sample, and two (2) reference letters to employment@gnwp.org with the email subject line: Program Coordinator for Eastern Europe, South Caucasus and Central Asia – YOUR NAME. Only shortlisted candidates will be contacted.

GNWP is dedicated to creating a diverse and inclusive environment of mutual respect. GNWP recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.

If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

More information on GNWP policies can be found here: gnwp.org/about-gnwp/