

Women's Rights Information Coordinator (French)

Women's Rights Information Coordinator (French) / The Association for Women's Rights in Development (AWID) / Location: Francophone Africa (preferred, but flexible) Application closing date: February 14, 2014

OVERVIEW:

The Association for Women's Rights in Development (AWID) is an international feminist organization working to strengthen the voice, impact and influence of women's rights advocates, organizations and movements internationally.

Overview of Position:

The French Women's Rights Information (WRI) Coordinator is a full-time position responsible for:

- Planning, researching and producing information on a wide range of women's rights issues, processes and events
- Coordinating content production, dissemination and related activities with team members, external contributors and allies
- Actively building and engaging with AWID's Francophone constituency and developing French language content partnerships
- Actively participating in team and organization learning and development processes

The French WRI Coordinator reports to the Women's Rights Information Manager

QUALIFICATIONS

Experience:

Approximately 4-6 years experience:

- In a non-profit development and/or human rights and/or women's rights organization in a related role in the Global South and/or CEE/CIS and MENA
- Producing information, including research and writing, for diverse audiences
- Working in an international organization as part of a multicultural team

Other Requirements:

- Familiarity with elements of feminist theory and women's rights frameworks
- Able to travel internationally (1-2 times a year)
- Committed to the principles and values of feminism, anti-discrimination and anti-racism
- Experience working in a virtual, multi-location team

Assets:

- Knowledge of and contacts in the Middle East and North Africa (MENA) Region
- Courses or certificates in communication and/or new media

Content Design

- Works with the WRI Manager and team to identify information themes and priorities
- Develops an information strategy and related work plan for each priority theme, including but not limited to:
 - a) Defining target audiences and information outcomes, conducting background research, identifying and analyzing key documents;
 - b) Identifying the most strategic formats and dissemination channels;
 - c) Identifying relevant stakeholders for content contributions and partnerships;
 - d) Developing an operational work plan that documents timelines and outputs and division of labour with relevant team members

Content Production, Compilation and Dissemination

- Researches, produces, edits and disseminates diverse content on priority issues including at least two [Dossier du Vendredi](#) articles or interviews a month
- Liaises with contractors and external contributors to coordinate timely submission of commissioned content
- Regular sourcing of online content in French relevant to agreed priority issues
- Regularly monitors the use of WRI information and ensures adjustment of dissemination plan to respond to lessons learned

Constituency Building and Engagement and Content Partnerships

- Ensures access to timely news and information related to priority themes by maintaining relationships with strategic external stakeholders, in coordination with the WRI Manager
- Provides opportunities for AWID member and constituency engagement with content in line with AWID's social media and constituency engagement strategy
- Supports the development of AWID's online community in French, through direct outreach and engagement to promote discussion and debate on priority themes
- Develops content partnerships to reach diverse Francophone constituencies

We are looking for a bilingual (French/English) individual who is committed to the principles and values of feminism, anti-discrimination, and anti-racism. The ideal candidate will have an-depth knowledge of knowledge of women's rights and gender and development issues, and excellent written and verbal communication skills, and knowledge of the latest online and social media technologies. If you have strong multitasking skills, a keen attention to detail, and the ability to prioritize tasks with minimal supervision, we would love to hear from you!

How to Apply:

Please send:

- 1) Current CV and cover letter (addressing how you meet the necessary qualifications and outlines why you want to work for AWID)
- 2) The exact source/location you saw the advertisement for this position
- 3) A writing sample, preferably an article no more than 1500 words in length-that you have written in French- on a Women's Rights issue or a Women's Rights Movement Building issue.

Fax: +416 594 0330

E-mail: jobs@awid.org (please include "Women's Rights Information Coordinator (French)" in the subject line of the email)

No phone calls please. The application closing date is February 14, 2014. Only email and faxed applications will be accepted. We thank all who apply, but only shortlisted candidates will be contacted. AWID encourages, promotes and supports diversity in all aspects of its work.

To learn more about AWID and our programs, please visit our website at www.awid.org.