

Program Associate - Learning, Knowledge Management & Communications

Location: Home-based with occasional travel

Level: Entry level position

About the Huirou Commission

The Huirou Commission (<https://huirou.org>) is a social movement focused on empowering grassroots women to lead community development. We operate as a global network of grassroots organizations and facilitating NGOs located in urban, rural and indigenous communities in 40+ countries. Our aim is to strengthen grassroots women's leadership and create pathways for grassroots women to exercise their collective political power to influence public policies in ways that redistribute power. The Huirou Commission's members and partners believe, grassroots women's central participation in decision-making is a route to achieving gender equitable, pro-poor policies and investments.

Women leaders associated with the Huirou Commission are at the frontlines of activism around prominent development challenges including climate change, disasters, HIV/AIDS, Covid-19 Pandemic, while promoting women's housing and land rights, economic empowerment, sustainable development and transparent, accountable governance and gender equality.

Opportunity

The Huirou Commission is seeking a **Program Associate** to work closely with a small global team to consolidate evidence, analyze lessons and amplify impacts of grassroots women-led actions undertaken by member organizations. The responsibilities of the Program Associate are primarily to collaborate with the Huirou Secretariat staff and diverse member organizations to:

- Organize and analyze knowledge and information emerging from grassroots-led initiatives;
- Develop communication products – in the form of reports, social media products and short videos – to disseminate within and outside the Huirou Commission's network;
- Consolidate evidence of grassroots women's leadership in advancing resilient, sustainable development targeting external audiences such as policymakers, policy and financial institutions and partners

This is an opportunity for the candidate to learn from and contribute to a social change movement driven from the ground up.

Location: The position is home-based with occasional opportunities to travel as and when they arise.

Contract period: The selected candidate will be contracted for an initial period of six months, with an option to renew if the candidate demonstrates a strong capability and interest in supporting grassroots women to advance their priorities.

Responsibilities

The Program Associate's main responsibilities will be to support the Asia-based HC staff to:

- Compile, verify and aggregate quantitative and qualitative information from members' reports
- Communicate with member organizations to identify and fill in gaps and inconsistencies related to information presented in reports
- Document, analyze and draw lessons from reflection sessions with members
- Coordinate and provide technical assistance to members for strategy meetings and collective reflection sessions
- Provide technical training and/or support to grassroots women's groups during virtual / zoom meetings including setting up zoom meetings, recording and documenting discussions, coordinating interpretation support, etc.
- Prepare case examples or case studies based on members' inputs to illustrate innovative and high impact strategies under relevant sections of the reports as needed and also assist in editing and formatting the reports
- Document practices, collective actions and strategic insights for internal and external audiences
- Engage in internal communication for learning and information sharing with grassroots groups and collect information from reports or news updates communicated by members to develop communication products
- Create social media content highlighting grassroots women-led initiatives and key messages / insights from grassroots women leaders' participation in regional/global policy advocacy forums or events. Social media content may be in the form of short reports, videos, blogs for website entries, podcasts, tweets, etc.

Requirements

- Bachelor's or Master's degree, preferably in the social sciences
- Candidates with 1-2 years of relevant work experience will be at an advantage
- Strong communication skills (written and spoken English)
- Ability to work with diverse stakeholders — grassroots leaders, NGOs, researchers, policy institutions, donors
- Strong commitment to learning from grassroots and NGO leaders focused on social change
- Knowledge and understanding of global policy frameworks — SDGs, Sendai Framework, Paris Agreement will be an advantage
- Ability and willingness to work outside business hours in response to requirements in different time zones, when required

Remuneration: Remuneration will align with the skills, experience and location of the candidate.

Application deadline: Apply by 20th August, 2022 by sending an email to job.application@huairou.org with the subject line "Learning, Knowledge Management & Communications Associate."

Please share:

- An updated CV and expression of interest conveying your interest and suitability for the position
- Two brief writing samples (article/blogs/case studies)
- Any other relevant material or media products