

**Program Associate - Learning, Knowledge Management & Communications**

**Location:** Home-based with occasional travel

**Level:** Entry level position

---

**About the Huairou Commission**

The Huairou Commission (HC) is a member-led global network of grassroots women's community-based organizations working to improve the quality of life for themselves, their families and their rural and urban poor communities in over 42 countries. Focused on a common mission—to build a movement that empowers and strengthens women's leadership in gender-just, sustainable local development—global network members and secretariat mobilize resources and facilitate strategic cooperation and innovative partnerships to expand grassroots women's influence in local to global decision-making areas determining the plans and resources that are available to develop women, their homes and communities.

HC focuses on ensuring grassroots women's organizations are recognized and resourced as key actors in the achievement of the 2030 Sustainable Development Goals (SDGs), poverty eradication efforts, and bottom-up approaches to engendering community development processes. Women leaders of the Huairou Commission are on the front lines of activism around prominent development issues including land and housing rights, natural disasters, resilience building, food security, climate change, HIV/AIDS, safe public spaces, sustainable urbanization, transparent and accountable governance, economic empowerment and gender equality.

The work of the Huairou Commission and its members is guided by a four-part strategy designed to:

1. Strengthen Grassroots Women's Organizing and Leadership
2. Promote Development through Awareness and Locally-Led Initiatives
3. Build Constituencies and Networks
4. Influence and Change Public Policy Processes

Read more at <http://www.huairou.org>.

**Opportunity**

The Huairou 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 Huairou 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 Huairou 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 a possibility 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 internal surveys, reports, learning and reflection sessions with members
- Coordinate and provide technical assistance to HC staff and 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, editing recordings and transcripts 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 for disseminating within and outside the Huirou Commission's network
- 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 **5 January, 2024** by sending an email to [job.application@huirou.org](mailto:job.application@huirou.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



**HUIROU COMMISSION**  
*Women, Homes & Community*

- Two brief writing samples (article/blogs/case studies)
- Any other relevant material or media products