

Program Officer, Monitoring, Evaluation & Learning

Location: Flexible, with Sub-Saharan Africa region preferred

Closing date: Friday, March 6th, 2015 (or until position is filled)

ABOUT FRIDA

Founded in 2010, FRIDA | The Young Feminist Fund is the **only youth-led fund** focused exclusively on supporting young feminist activism to advance social justice movements and agendas across the globe. We believe in the **collective power, expertise, and innovation** of young feminist organizers to address root causes and structures of inequality in order to create lasting change in their communities. To this end, FRIDA:

- **Provides small flexible grants** to fund initiatives led by young women and trans* youth under 30 years old with small flexible grants for core support, selected through an annual participatory review process.
- **Offers opportunities for capacity development** that are accessible and responsive to the needs of young feminist organizers, and based on linking and learning relationships that strengthen networks of young feminist activists within multigenerational movements;
- **Mobilizes resources** from both traditional and non-traditional sources, with new and modern methods, to enhance the quality and quantity of funding for women's human rights; and
- **Builds knowledge for advocacy** to ensure financial and non-financial policies are inclusive and responsive to the priorities articulated by young women, girls and trans* youth.

JOB SUMMARY

The **Program Officer** is responsible for key aspects of FRIDA's work including; programs, capacity building with young feminist activist groups around the world and knowledge building projects. A major element of this position is contributing to the design, management, and implementation of FRIDA's learning, monitoring, and evaluation strategy and system. The Program Officer will also represent FRIDA in key forums, and contribute to FRIDA's strategic planning, development and administration.

The Program Officer will be supervised by a Co-Director and work closest with her and an additional Program Officer. As a small team, the Program Officer works closely with all staff team members.

This position is a full time (negotiable) position. The location of the position is flexible, but preferably within the Sub-Saharan Africa region, where the applicant is legally able to reside. The salary for this position is competitive, and commensurate with experience.

RESPONSIBILITIES

Capacity development

- Working closely with the Co-Director to develop and implement a comprehensive strategy for FRIDA's capacity-building work for grantee partners including preparing an annual work plan and budget;
- Identify and analyse regional and thematic developments and trends in young feminist organizing on an ongoing basis and maintain an expert understanding of the strengths, needs, opportunities, and challenges of young feminist groups in advancing social justice movements and agendas.
- Provide capacity building support and accompaniment to grantees, including strategizing with them on their priorities, identifying and connecting them to opportunities, resources, and

other partners, and coordinating content and logistics for trainings virtually (ie. FRIDA's online platforms) and/or in person (i.e. regional convenings, grantee partner learning visits and exchanges).

- Build and maintain strong, collaborative relationships with other young feminist-led organizations, women's funds partners, international non-government organizations and other key partners. Strengthen local, regional and global partnerships and alliances to provide improved avenues for grantees to collaborate with other youth and women's rights organizations.

Learning, monitoring, and evaluation

- Work closely with the Co-Director to foster a community of learning with FRIDA and its grantee partners, helping grantee partners to document and share progress, lessons learned, and success stories and building inter- and cross-regional and thematic bridges between each other via in-person and virtual spaces.
- Work closely with the Co-Director to develop and implement a comprehensive strategy for FRIDA's monitoring and evaluation of and learning from its own programs, including preparing an annual work plan and budget, data collection and analysis, database management and development, and assisting in reporting to donors.
- Support management of FRIDA knowledge building and learning projects related to understanding the Funds impact and contribution to change.

Program Coordination

- Adhere to the existing program policies and strategies and develop them as needed in coordination with FRIDA's Advisory Committee and Grantee Partners.
- Participate in FRIDA's strategic thinking and planning for program directions and initiatives.
- Support FRIDA's resource mobilization and communications by contributing to advocacy and communications materials and proposals.
- Represent FRIDA at regional or global meetings.
- Other duties as assigned.

QUALIFICATIONS

Required Experience

- At least three years experience in planning, implementing and managing programs or projects related to activism, human rights, gender or development.
- Demonstrated experience of monitoring, evaluation, and/or learning in social justice, human rights, grant-making or international development organizations.
- Experience working on women's rights and/or youth issues in the Global South and good working knowledge of global geography.

Required knowledge

- University degree in women's human rights, international development, community development, women's leadership training, women's studies or a related field
- Knowledge about women's human rights at the regional and/or international level
- An understanding of feminist issues, advocacy and/ or donor environment around women's rights.

Required Expertise & Skills:

- Fluency in English and Excellent written and oral communication skills
- Fluency or high proficiency in a second language, preferably French

- Strong understanding of and experience working with print, electronic, online and/or social media.
- Strong attention to detail, organizational skills and ability to multi-task
 - An ability to represent an organization in front of diverse audiences and situations
- Excellent logistical skills and planning for successful events with international participants.
- Comfort in working with colleagues dispersed around the globe in various time zones.
- Ability to take initiative and work efficiently under pressure, both independently and as a team member.
- Demonstrate sensitivity and appreciation for diverse viewpoints and different communication styles in a politically and culturally diverse environment.
- Willingness and ability to travel internationally.
- Proficiency in Microsoft Office and familiarity with online technology and information management systems
- Remains calm, in control and good humored even under pressure

Desirable:

- Understanding of the strengths, needs, opportunities, and challenges of young feminist groups in advancing social justice movements and agendas.
- Knowledge of and networks related to young feminist activism in local, regional, national and/or global contexts
- Experience working in women's funds or an international organization with staff in multiple countries.
- Courses or certificates in learning, monitoring, and evaluation, program management, and topics related to young feminist organizing.
- Ability to communicate in third language, especially Spanish, Portuguese, Russian, or Arabic.
- Young woman and transgender youth under the age of 28 are strongly encouraged to apply.
- Knowledge of database design and use, data processing and analysis

HOW TO APPLY

Please send:

- 1) Cover letter (addressing how you meet the necessary qualifications and outlines why you want to work for FRIDA)
- 2) Resume or CV
- 3) List of three references

E-mail: recruitment@youngfeministfund.org

Please include Program Officer in the subject line.

No phone calls please. Only email applications will be accepted. We thank all who apply, but only shortlisted candidates will be contacted. FRIDA encourages, promotes and supports diversity in all aspects of its work.

To learn more about FRIDA, please visit our website at <http://youngfeministfund.org/>