

Program Associate [Grant Making]

Location: Flexible (preferably in Asia and/or Pacific)

Timeframe: Part-time (21 hours) for a period of 12 months.

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

FRIDA is currently seeking a part-time **Program Associate** to play a lead role in the FRIDA grant making process. The primary responsibilities include working closely with FRIDA's amazing programs team by providing organizational, communicational and logistical support to grantmaking, regular support to grantee partners, monitoring and evaluation and capacity building and supporting maintenance of internal operating systems.

RESPONSIBILITIES

- Provide organizational and logistic support to the general and special grantmaking process
- Support with administrative and logistic part of grantmaking
- Provide support to grantee partners with orientation and regular communication to ensure successful journey in FRIDA Community
- Support with preparation of relevant materials (e.g. welcome packs etc) for grantee partners
- Collect and update grantee database and keep track of programmatic data
- Maintain regular communication with FRIDA Advisors
- Support and organize travelling, communication and reporting on Learning Visits
- Support the annual renewal process for FRIDA grantee partners, working with programs team

QUALIFICATIONS & REQUIREMENTS

Required Experience

- Great written and oral communication skills, including knowledge of English language
- Good interpersonal skills, with ability to network and liaise in a multicultural environment;
- Excellent organizational skills, attention to detail and ability to handle multi-tasking.
- Excellent logistical skills and planning for successful events with international participants.
- Reasonable flexibility, and ability to travel overseas regularly.
- Demonstrated commitment to supporting young feminist-led organizing, women's and LGBTQAI+ rights, youth issues
- University degree or related experience in women's human rights, international development, community development, gender, social sciences or a related field is an asset, but not required;

Desirable Experience

- Fluency in a second language, preferably French, Arabic, Mandarin or Portuguese
- Experience with providing organizational and logistic support to grantmaking process
- Experience in data collection and analysis, and basic research skills
- Familiarity with databases and ability to maintain well organized and documented files.
- Basic knowledge and/or experience with participatory models of organizing
- Comprehensive understanding of young feminist organizing or experience in

- working with young feminist organizations
- Familiarity with different social-cultural and political contexts

Young women of color, trans*and gender nonconforming people, intersex people, people with disabilities under 30 are strongly encouraged to apply.

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.

Email: recruitment@youngfeministfund.org. Please Include “FRIDA Program Associate Grant Making” as the subject line. Please send your applications by **12th February 2018.**

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>