

Program Associate [Sub-Saharan Africa]

Location: Sub-Saharan Africa

Time frame: Part-time (21 hours per week) 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 based in Sub-Saharan Africa.**

This is an exciting opportunity for a creative, hard-working young feminists to work in a fast-paced and dynamic virtual office. The primary responsibilities include working closely with FRIDA's amazing programs team by providing organizational, communicational and logistical support to the capacity building program, regular support -to grantee partners based in Sub-Saharan Africa, grant-making and

monitoring and evaluation, and maintenance of internal operating systems.

RESPONSIBILITIES

- Coordinate and implement programs and projects in the region and contribute to monitoring and evaluation and donor reporting.
- Provide organizational, administrative and logistical assistance to programs team members, supporting documentation and administrative processes, including capacity building grants and analysis of Capacity Development trends, and ensuring regular update of programmatic data to databases.
- Support the successful implementation of the accompaniment program, by being the focal point of grantee partners based in SSA and other regions, and assist with documentation, communication and monitoring and evaluation processes.
- Support FRIDA online engagement, including regular posting on the FRIDA online Platform the HUB and responding to comments and posts.
- Provide logistical support to Capacity Development Officer for the delivery of regular online learning opportunities for grantee partners.
- Support events logistics and preparation for upcoming convenings, in particular SSA grantee partner convenings.
- Support with administrative and logistic part of grantmaking, in particular special grants.
- Provide support to grantee partners with orientation and regular communication to ensure successful journey in FRIDA Community
- Coordinate learning visits, providing core logistical and content preparation and reporting.
- Support with grantee partners' data collection and analysis Maintain regular communication with FRIDA Advisors
- Support the annual renewal process for FRIDA grantee partners, working with programs team.

QUALIFICATIONS & REQUIREMENTS

Required Experience

- Excellent organizational skills, attention to detail and ability to handle multi-tasking
- Excellent logistical skills and planning for successful events with international participants
- Great written and oral communication skills in English, and understanding of working with print, electronic, online and/or social media, demonstrated ability to write reports
- Reasonable flexibility, and ability to travel overseas regularly

- Good interpersonal skills, with ability to network and liaise in a multicultural environment
- Demonstrated commitment to supporting young feminist-led organizing, women's and LGBTQAI+ rights, youth issues
- Africa and/or Asia - candidates with substantive experience in either of these regions are encouraged to apply
- 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

- Basic knowledge and/or experience with participatory models of organizing
- Experience in data collection and analysis, and basic research skills
- Proficiency in Microsoft Office, familiarity with databases, information management systems and ability to maintain well organized and documented files.☒
- Fluency in French and/or Portuguese
- Ability to work and communicate with diverse audiences and stakeholders, including activists, donors and community members
- Excellent analytical and problem solving skills, with demonstrated ability to develop creative solutions with limited resources
- Experience with training, capacity building, and participatory design/popular education a plus
- Grantmaking experience preferred but not required

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 - Sub-Saharan Africa" 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>