



## Part-Time Program Associate – South West Asia/ North Africa (SWANA) Region | Terms of Reference | 2021

**Location** | Flexible, but preferably based anywhere in SWANA region

**Start date** | August 2021

**Type** | Part time Programmatic Support. 25 hours per week.

**Salary:** 24,000 annually (negotiable - based on experience)

### Organizational Description

Founded in 2010, **FRIDA | The Young Feminist Fund** is the only youth-led fund focused exclusively on supporting global young feminist activism to advance social justice movements and agendas. FRIDA aims to bring new resources and new opportunities to girls, young women and trans and intersex youth globally.

Its Vision is a world where young women, girls, trans\* and intersex youth are recognized as experts of their own reality, enjoying their human rights and building a more just and sustainable world through collective power and transformative leadership.

### FRIDA's Mission

- Provide accessible and strategic funding for newly established young feminist-led initiatives through a participatory grantmaking process, that puts funding decision power into the hands of applicants;
- Strengthen the capacity of young feminist organizations to leverage additional resources for their work and enhance their impact, including more skills, information, and networks; and
- Increase commitments of donors and allies to resourcing young feminist activism and their issues, through resource mobilization, knowledge-building, and philanthropic advocacy.



## Summary of Work

FRIDA is currently seeking a part-time Program Associate based in and/or from the South West Asian/ North African (SWANA) region to lead the administrative, logistical and communicative engagement of grantee partners within this region. This is an exciting opportunity for 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 support to grantmaking and capacity strengthening initiatives within the SWANA region and meaningful, intentional and care-centered support to grantee partners whose work is based in the SWANA region.

**This position entails a lot of administrative work, including daily communication with grantee partners throughout grantmaking processes, tracking files, updating databases and maintaining internal operating systems.**


### A. Scope of Work and Structure

The part time Program Associate will work very closely with the entire programs team.

The scope of work is as follows:

#### **Grantee Partner Engagement**

- Focal point for grantee partners in SWANA during the call for proposals, renewals and special grant processes. Assist with documentation, monitoring and evaluation and other communication and collaboration related to these processes;


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- Regular communication with grantee partners in the SWANA region, facilitating their engagement with and supporting their journey in the FRIDA community;
  - Focal point for grantee partners in the SWANA accompaniment program and other capacity strengthening initiatives;
  - Provide support to advisors in SWANA region with orientation and regular communication to ensure a successful journey in FRIDA Community;
  - Provide logistical support to organize FRIDA community gatherings and convenings within SWANA
  - Attend and/or support the preparation of FRIDA convenings, learning visits and special projects related to the SWANA region.
  - Support with grantee partners' data collection and analysis
  - Support with translation of relevant materials as needed

## **QUALIFICATIONS & REQUIREMENTS**

### **Eligibility Criteria**

#### **Required Knowledge & Experience**

- Experience working on women's rights, LGBTQIA+ rights and/or youth issues and organizing in the Global South, and particularly in the SWANA region.
- Knowledge and understanding of the different social-cultural and political contexts in the SWANA region
- Demonstrated administrative experience including experience with data entry, data collection and data analysis
- Proficiency with online documentation systems (eg: Microsoft Office) and ability to maintain well organized and documented files.

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- Comprehensive understanding of young feminist organizing or experience in working with young feminist organizations

### **Required Skills**

- Fluency in English and Arabic
- Strong interpersonal skills and demonstrated intercultural competencies.
- Strong attention to detail, and ability to multi-task and problem-solve
- Comfort with working virtually - using online office technology and communication platforms.
- Commitment and comfort in working on participatory and collective decision-making processes.
- Adaptive thinking and an ability to develop innovative and responsive work practices when needed.
- Excellent written and oral communication skills in English and Arabic

### **Desirable**

- Basic knowledge and/or experience with participatory models of organizing
- University degree or related experience in women's human rights, international development, community development, gender, social sciences or a related field
- Fluency in French
- Understanding of the global funding landscape for young feminist organizing.
- Experience working in women's funds and philanthropic areas
- Interest in supporting work related to teenage girl-led organizing



## **Recruitment Process**

Interested and qualified candidates should submit their applications through Humi including their CV, a cover letter, and three reference contacts, before June 6.