* Job opening *

MenEngage Global Alliance is looking for a
Global COMMUNICATIONS Coordinator

Do you have demonstrable experience using knowledge management and communications strategies to make a difference and to achieve strategic goals? Are you passionate about women’s rights and gender equality? Do you believe that transforming gender norms around masculinities and engaging men and boys can make a valuable contribution to achieving gender justice for all? Are you a strategic thinker, pro-active, and creative? Then MenEngage Alliance may be looking for you!

About MenEngage Alliance

MenEngage Alliance is a global network uniting civil society organizations, activists, academics, UN agencies and other stakeholders working individually and collectively to transform masculinities and engage men and boys to advance women’s rights and gender justice for all. The Alliance consists of more than 700 member organizations across 68 countries, working together through country and regional networks. The Alliance plays a pivotal role in shaping the international discourse and agenda on transforming masculinities and engaging men and boys within the broader movement for women’s rights and gender justice, particularly in the areas of gender-based violence prevention, advancing sexual and reproductive health and rights for all, redistributing unpaid care-work, and advancing gender, peace and security.

The MenEngage Global Secretariat runs the daily operations of the Alliance. We are currently seeking a full-time Global Communications Coordinator to work out of their home-country. The position will involve at least 35% travel. The position will report to the MenEngage Global Coordinator.

Job Duties

You will be responsible for developing, coordinating and implementing a comprehensive MenEngage Knowledge Management and Communications Strategy – including:

- Coordinating and ensuring an effective flow of information among MenEngage Alliance members and partners in country, regional and global networks;
- Managing the MenEngage Alliance Community of Practice platform and leading the management and updating the Alliance’s website, including populating and disseminating news and resources;
- Managing a vibrant presence on MenEngage Global Alliance social media platforms, and amplify information and voices of our members;
- Authoring, editing, designing and coordinating various publications, including case-stories, event reports, news articles, blog-posts, etc.;
- Building strategic communications partnerships and developing content with MenEngage members, partners and key mainstream media;
- Coordinating the development and maintenance of online membership profiles, based on the updated database, and MenEngage listservs;
- Supervising communications contractors (designers, printers, translators, etc.);
- Ensuring the quality of all MenEngage Alliance internal and external communications.
Together with the Global Secretariat team you will:

✓ Keep up-to-date on relevant news and publications related to MenEngage Alliance’s field of work;
✓ Support MenEngage Alliance members’ capacity strengthening and visibility;
✓ Support MenEngage Alliance network building, advocacy and policy influencing;
✓ Assist in event planning and logistics;
✓ Actively participate in MenEngage Alliance’s strategic and organizational development, including through Global Board meetings, strategic planning processes, development and implementation of annual plans and reports.
✓ Actively pursue funding for MenEngage Alliance, including identifying opportunities, writing proposals and managing donor relations.

Qualifications & qualities

✓ At least a Bachelor’s degree in a relevant field;
✓ At least 5 years of professional experience in a relevant field;
✓ Excellent writing and proofreading skills in English is required;
✓ Writing and proofreading skills in Spanish, Arabic, French or Portuguese is desirable;
✓ Excellent communication skills and a witty style, reflecting understanding of the key issues of our work related to networks and movement building, feminisms, patriarchy, women’s rights, gender justice, gender norms, masculinities and engaging men and boys;
✓ Ability to write for multiple audiences and platforms, including social media snippets, advocacy statements, blogs, press releases, newspaper articles, technical reports, etc.;
✓ Experience with various CMS platforms and website content management, including WordPress;
✓ Experience with web-based communications and social media strategies including Twitter, Facebook, YouTube, LinkedIn, etc.;
✓ Experience with design programs (such as InDesign, Photoshop);
✓ Ability to work independently, show initiative and creativity in a fast-paced environment;
✓ International work/life experience;
✓ Highly collaborative attitude, honest, transparent, reliable and flexible.

Compensation

✓ Salary will be competitive and based on location, salary history and previous experience;
✓ Health, Dental and Vision insurances will be provided;
✓ Retirement/pension employer contribution will be provided;
✓ 20 days of paid leave per year are included.

Procedure

Please send a one PDF document with a 1-page cover letter and a detailed CV to info@menengage.org with the subject “Application for COMMUNICATIONS Coordinator position”. Although it’s not a requirement, please specify whether or not you are authorized to work in the USA.

Applications will be considered as they are received. The deadline for submissions is 31 January 2017. Interviews will be held in the course of January through skype/teleconference. Proposed starting date is as soon as possible.

Telephonic or electronic inquiries will not be entertained. We regret that due to the large number of expected applications, only shortlisted candidates will be contacted.