



INTERNATIONAL
ACCOUNTABILITYPROJECT

WE ARE HIRING!

Community Organizer,
Latin America and the Caribbean

Send your resume, two professional writing samples
(one should be in English), 3 references, and cover letter
before **18 September 2024**:

iap@accountabilityproject.org.

Subject: "Community Organizer,
Latin America and the Caribbean"

Responsibilities

Advocacy and Research (75%)

- In collaboration with the Early Warning System Working Group and partners in Latin American and the Caribbean, strategize, build and sustain relationships with social movements, civil society organizations and community organizers to support community-led development priorities in the region.
- Produce and share accessible summaries and translations of verified information on investments proposed and approved in the region and identify potential human and environmental risks and abuses.
- Following community priorities, support the creation and implementation of national, regional and international campaign strategies towards governments, companies and investors operating in the region.
- Following community priorities, coordinate in-person research and strategy trainings, using IAP training materials, to complement community-led advocacy towards governments, companies and investors.
- While centering community priorities, priorities and voices, write and contribute to reports and articles on human and environmental rights to advance community-led campaigns and the policy and practice change of development actors.

Responsibilities

Advocacy and Research (75%)

- Coordinate meetings and actions with EWS partners operating in the region, including coordinating the regular meetings of the EWS Co-administrators in Latin America and the Caribbean.
- Utilize the regional and international human rights systems for strategic policy work to realize the Right to Development. Develop and coordinate the submission of individual complaints, case studies and opinions to these bodies.
- Conduct webinars, online outreach and in-person training sessions for civil society members to increase participation with the Early Warning System initiative.
- Act as the primary contact and representative of IAP and the Early Warning System for the region and the sectors of expertise.
- Further campaign goals by writing blog articles, public statements, news and academic articles on a regular basis.

Responsibilities

Operations (25%)

- Attend weekly staff meetings and internal strategic and programmatic calls.
- Become an active member of two internal IAP programmatic Working Groups.
- As part of the broader movement for development justice, serves as a coordinator in two allied networks, for example on climate justice or the protection of rights defenders.
- Manage interns and volunteers and provide regular guidance to IAP colleagues to realize their individual work plans.
- Provide updates for monthly programmatic reports, and annual donor reports and perform a range of operational work, including liaising with contractors and interpreters, managing budgets and finances, and other tasks, as needed.
- Support IAP fundraising and donor relationships by contributing to donor meetings and related proposals and reports.

Qualifications

The ideal candidate will thrive in a multicultural workspace, be organized, be able to multitask, meet agreed deadlines, and will have:

- Significant human and environmental rights experience and at least 5 years of work history.
- Experienced community mobilizer for human and environmental rights campaigns.
- Skilled facilitator and trainer with community organizers, local groups, and social movements in Latin America and the Caribbean as well as a range of civil society organizations operating at the local, national, regional, and international levels.
- Experience in and understanding of Indigenous Peoples and traditional people's rights, Climate Justice, and Gender Justice is highly preferred.
- Ability to coordinate and actively engage in advocacy meetings with representatives of government, companies, and investors.
- Experience managing interns and providing work plan guidance to colleagues.
- An undergraduate degree is preferred, and a graduate degree is an advantage. Exceptional candidates with comparable backgrounds will be considered.

Qualifications

- Advanced writing, speaking, and listening levels of English are required.
- Advanced writing, speaking, and listening levels in Spanish are highly preferred.
- Advanced writing, speaking, and listening levels in Portuguese are highly preferred.
- Competency in multiple research approaches and analyses.
- Experience with data management or a willingness to learn.
- Strong interpersonal skills, with the ability to build and sustain relationships with a diverse set of partners and colleagues.
- Humility, intellectual curiosity, and humor.
- Self-starter with strong organizational and time-management skills.
- Ability to work independently and resourcefully, and in close coordination with a global remote team.
- Ability to attend meetings to accommodate different time zones.
- Potential travel locally, regionally, and internationally, as needed.



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Compensation

IAP will agree on compensation in partnership with the selected person, in accordance with regional costs of living and taking into consideration its capabilities within the context of a small international non-governmental organization.

Application

IAP is committed to gender, race, age, and social equity and advises all interested people to apply for the position. Please apply for the position until 18 September 2024. In your application, please submit your resume, two professional writing samples in any of the preferred languages for this position with at least one sample in English, three references, and a letter of interest to iap@accountabilityproject.org. Write in English "Community Organizer, Latin America and the Caribbean" in the subject line for your submission. Only short-listed candidates will be contacted. Interviews will occur on a rolling basis from September.