



# Women's Environment & Development Organization

## Post-2015 Program Associate (11 month consultancy)

The Women's Environment and Development Organization (WEDO) is seeking a dynamic part-time program associate to support work on the post-2015 sustainable development agenda. The position will encompass programmatic, logistical and administrative aspects that primarily relate to WEDO's work as a global Organizing Partner (OP) within the [Women's Major Group](#) for Sustainable Development. The position term is approximately 11 months (February to late December 2015). There is a possibility for extension, pending funding.

WEDO is a women's global advocacy organization based in New York City whose mission is to ensure that women's rights; social, economic and environmental justice; and sustainable development principles-as well as the linkages between them-are at the heart of global and national policies, programs and practices. As a small non-profit, we look for team players who are willing to take on varied tasks (from cutting edge to mundane) to meet the mission and keep the office running smoothly.

The Program Associate will be an integral WEDO team member during a crucial period in international policy. The Program Associate will support WEDO and the Women's Major Group (WMG) to strengthen the capacity of women's organizations to influence key international and regional processes related to sustainable development and the Post-2015 (sustainable) development agenda, with a goal to ensure that global sustainable development policies are founded on core principles of gender equality and justice, women's rights and environmental sustainability. The Program Associate will report directly to the WEDO Program Director.

### Primary responsibilities include:

- Coordination of travel and meeting logistics (both prior to and on-site) related to post-2015 development agenda meetings, both in New York and internationally: book flights and hotels, manage meeting spaces, communicate details with partners, etc.
- Coordination of travel granting process: disseminate application, monitor applicants, facilitate selection committees
- Support to WEDO staff and Women's Major Group Organizing Partners in preparation for post-2015 meetings: monitor progress of the post-2015 process and its multiple inputs; track upcoming meetings and opportunities; review and disseminate relevant policy and other documents; identify relevant existing publications and positions of the WMG; draft inputs to papers and meetings
- Contribution to the online presence of the WMG: draft, edit, post updates and news articles on the WMG and WEDO sites; contribute to Twitter and Facebook
- Support management of project activities and budget

### Other responsibilities include:

- Participation in meetings with members of the WMG to communicate advocacy priorities to UN and government representatives, as well as civil society counterparts
- Support to WEDO staff and partners in reviewing, analyzing and strategizing on UN negotiating documents
- Support to WEDO staff and WMG OPs in general management of the WMG



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## Required qualifications:

- BA/BS in related field such as International Studies/Relations or International Development; Gender Studies; Environmental Studies/Science; Public Policy
- Demonstrated office experience (at least 3 years)
- Thematic expertise in one or more of the following: gender equality and women's rights; sustainable development; climate change; water and sanitation; agriculture/biodiversity; macroeconomics; decent work; health; technology; finance
- Demonstrated interest in women's rights and/or gender equality issues
- Ability to meet strict deadlines and multi-task in a busy environment
- Demonstrated interest in international policy
- Basic knowledge of the United Nations and the post-2015 development agenda
- Budget management experience
- Meeting planning/logistics experience

## Required competencies:

- Ability to work both independently and collaboratively
- High level of competence in MS Office Suite
- Strong writing, speaking, reading and editing skills in English
- Ability to interact with a diverse group of individuals from cultures throughout the world
- Social media savvy

## Desired qualifications (will strengthen candidacy):

- Mastery of a foreign language (especially a UN language)
- Communications and website management skills (e.g., HTML, writing copy, updating content, Twitter, Facebook)
- Public speaking experience
- Masters Degree in related field
- International work and/or travel experience

## Application deadline:

Applications will be reviewed upon receipt. Priority deadline is **January 20, 2015**.

## How to apply:

Send an email with your **cover letter** and **resume/CV**, listing two references, to [apply\[at\]wedo\[dot\]org](mailto:apply[at]wedo[dot]org). Write "Post-2015 Program Associate" in the subject line. **No phone calls please.**

WEDO is an equal opportunity employer.