

Job opportunity

Employer: Eastern Caribbean Alliance for Diversity and Equality Inc. (ECADE)

Position: Programme Officer

Location: Eastern Caribbean (travel required)

Position type: Full time

Application deadline: November 15, 2019 (end of business day EST)

Position Summary

The programme officer will be responsible for developing and implementing ECADE's programme framework and will oversee the community relations activities of ECADE and implement initiatives in support of its overall mission and vision. The programme officer will provide direct support to ECADE membership in the eastern Caribbean and maintain communication between membership and the Secretariat in Saint Lucia.

This position will report directly to the Programmes Officer and work with other team members at ECADE's Secretariat in Saint Lucia and membership in the eastern Caribbean.

The role requires the ability to work independently with minimal direction and minimal administrative support, and an ability to work well and collaboratively with others. The ability to work flexibly and handle multiple tasks is essential as is attention to detail. Working knowledge of office productivity software, such as Mac Pages/MS Office/Google Docs, is required.

Specific areas of responsibility include:

- Participate in programme design, implement and coordinate ECADE's programmatic framework
- Work with the Executive Director to draft and streamline ECADE's organisation strategy
- Make site visits and conduct training sessions, as appropriate
- Ensure regular communication with members, partner organisations and staff to regarding implementation of programmes
- Arrange for technical assistance to members and associates, as needed
- Participate in the M&E design process and be responsible for ensuring that it is implemented and executed to assure that all requirements are met, including review of progress and expenditure reports, as needed
- Coordinate evaluation of all programmes in accordance with requirements and M&E plans
- Prepare Board, management and community reports on the results of ECADE's initiatives
- Make presentations to the Executive Director and Board regarding appropriate grant applications and other topics
- Design protocols for ECADE's projects within the community
- Convene oversight and/or planning committees of community leaders and experts, as appropriate
- Keep current on issues of importance to ECADE by literature review, contact with social and professional communities, and participating in relevant conferences
- Provide support when requested, for all ECADE activities
- Coordinate the completion of all staff formal and informal reporting
- Assist in implementing ECADE's communications plan

Qualifications and competencies

- Passion and commitment to ECADE's mission
- Commitment to the principles and practice of human rights
- Knowledge of and experience with programme planning, monitoring, evaluation and reporting
- Knowledge of nonprofit development preferred
- Excellent communication, analytical and organisation skills
- Self-motivation
- Sound knowledge and experience with technology systems, databases
- Bachelor's degree and two years of experience related to the area of assignment; or equivalent combination of training and experience
- Able to travel regionally and internationally

Application guidelines

Submit the following documents to jobs@eequality.org with the subject "Programmes Officer"

1. A cover letter inc including salary requirements and available start date
2. Curriculum Vitae outlining relevant experience
3. Two letters of reference

NB: Only shortlisted candidates will be contacted

ECADE is an Equal Opportunity Employer

ECADE prohibits discrimination in employment, educational programs, and activities on the basis of race, colour, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status. ECADE also affirms its commitment to providing equal opportunities and equal access to ECADE facilities.

About The Eastern Caribbean Alliance:

ECADE is an independent umbrella organisation, currently with 22 members from the small island territories in the eastern Caribbean from the Virgin Islands to Grenada.

ECADE's mandate is to strengthen institutional capacity to respond to LGBTQI policy concerns through knowledge mobilisation, improve governance structures, increasing sensitisation and education by filling an important gap of targeting rights education on LGBTQI concerns generally and within the legal framework of the EC, increase access to funding and funding to membership, increase visibility on the intersectional approach to our advocacy, and reinforce local organisations including human capacity.

Mission: To strengthen regional capacity for the defence and full recognition of human rights through intersectional collaboration, training, network expansion, development of grassroots HRDs and organisations and sensitisation of policy makers, legislators, government and service providers.

Vision: An empowered eastern Caribbean that promotes a culture of human rights, equality, justice and respect for all people.