

Job opportunity

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

Position: Office Coordinator with the Saint Kitts Nevis Alliance for Equality (SKNAE)

Location: Saint Kitts (travel required)

Position type: Full time

Application deadline: January 31, 2019 (end of business day EST)

Saint Kitts Nevis Alliance for Equality (SKNAE) is a member of The Eastern Caribbean Alliance for Diversity and Equality (ECADE), and it is under this Alliance that the position of **SKNAE** Coordinator is being offered.

In order to facilitate the expansion of advocacy in the eastern Caribbean, the organisations ECADE serves must be more visible and sustainable. An Officer Coordinator is needed to advance advocacy in Saint Kitts and Nevis, by supporting the community and strengthening the current programs and initiatives, leading to the expansion of ECADE's and SKNAE's reach and influence.

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.

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.

All positions with ECADE must adhere to ECADE's Code of Ethics.

Position Summary

The Office Coordinator will be required to exhibit leadership skills while working collaboratively within a small advocacy team. The position will be primarily responsible for executing the strategic plan for the organisation with creativity in a challenging political and social environment.

The Coordinator will work closely with the SKNAE Executive Director and Board, and the secretariat of ECADE.

The role requires the ability to work independently with minimal direction and minimal administrative support.

The Office Coordinator will

1. Assist the Director of SKNAE:
 - A. in managing the overall functioning of the office;
 - B. in ensuring that general administrative and logistical support is provided to the SKNAE Board and committees
 - C. in maintaining an overview of the work of the SKNAE secretariat, in keeping track of administrative matters and in reminding those concerned of deadlines and statutory dates for reports
 - D. on a wide range of financial and staff issues, through screening of all correspondence with financial implications, contractual arrangements, checking and ensuring conformity with funders and other donor agencies regulations to ensure compliance with these rules and accuracy of financial data
 - E. in ensuring that supplies are ordered, properly received and delays are followed up, as well as the maintenance of the inventory of supplies and equipment
 - F. by participating in team meetings, the development of strategic and operational plans and other internal processes as required
 - G. to organise meetings convened by the director including preparation of costing, letters of invitation, travel authorisations, booking accommodation and ensuring the smooth running of the meeting by providing secretarial support as required.
2. Review on a regular basis the organisation's filing systems and take appropriate corrective action to maintain a standardised and efficient filing system.
3. Coordinate, monitor and assist in the organization of meetings and conferences.
4. Raise the awareness of members of the LGBT and ally community about how various laws, policies, practices and conventions affect their human rights and what are the opportunities for redress.
5. Draft general and administrative correspondence according to instructions given. Proof-read and edit correspondence and documents, type correspondence and/or reports, check style of texts and correspondence, ensuring conformity and correctness of grammar and spelling.
6. Represent the organisation to policy and decision-makers, private sector leaders, practitioners, think-tanks, academia, the media and the public
7. Filter telephone calls, and answer routine requests for information by telephone or in writing or re-direct as appropriate.
8. Build, expand and strengthen effective working relationships between the organization and key partners, including NGOs, governments, intergovernmental organisations, human rights bodies and experts, journalists and LGBT community members.
9. Undertake other duties/tasks including administrative and logistical that fall within the competency and responsibility of the position for the effective operation of the organisation.

Qualifications and experience:

- Possess or be in the process of acquiring English, Maths or Office Procedures qualification or relevant work experience
- Have experience in designing and implementing successful human rights, health or HIV programmes, campaigns and initiatives
- Have a strong commitment to, and passion for, ECADE's mission and the principles and practice of human rights
- Have excellent interpersonal skills and the ability to work collaboratively, flexibly and effectively in a small, dynamic team
- Possess the ability to think and act quickly, creatively and strategically under pressure
- Have excellent oral and written communication skills

Application guidelines

Submit the following documents to jobs@eequality.org with subject "Coordinator SKNAE"

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