



# Eastern Caribbean Alliance for Diversity and Equality

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## Job opportunity

**Employer:** The Eastern Caribbean Alliance For Diversity and Equality Inc. (ECADE)

**Position:** Administrative and Membership Officer

**Location:** Saint Lucia (requires travel)

**Position type:** Full time

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

The **position** will facilitate the expansion of ECADE's advocacy in the eastern Caribbean, through supporting the visibility and sustainability of ECADE and member organisations, and strengthening current programs and initiatives.

1. The position is contractual on a 12-months (365) days basis and may be extended under similar conditions.
2. The position operates as a team member within the ECADE secretariat in Gros Islet, Saint Lucia.
3. The position will work closely with all staff with direction from the Executive Director.

## The Administrative and Membership Officer will

1. Support the Secretariat:
  - A. in managing the overall functioning of the office
  - B. in maintaining regular internal and external communications to include but not restricted to ECADE membership, partners and funders
  - C. in ensuring that general administrative and logistical support is provided to membership
  - D. in maintaining an overview of the work of the secretariat, keeping track of administrative matters and reminding those concerned of deadlines and statutory dates for reports
  - 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 secretariat, members and partners.
2. Retain a working knowledge of ECADE's processing system
3. Draft media general and administrative correspondence according to instructions
4. To make telephone calls
5. To assist in updating of social media platforms, create and maintain databases
6. Monitor and assist in the organisation of meetings and conferences
7. Represent the organisation in various fora
8. Undertake other duties/tasks 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 human rights, health or HIV programming 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](mailto:jobs@eequality.org) with subject "Administrative and Membership Officer"

1. A cover letter
2. Curriculum Vitae outlining relevant experience
3. Two letters of reference

**NB: Only shortlisted candidates will be contacted**

### **About ECADE**

We are a not-for-profit independent umbrella organisation registered in and operating out of Saint Lucia. ECADE currently supports 22 member organisations from the small island territories in the eastern Caribbean from the Virgin Islands to Grenada. ECADE works with human rights organisations within these countries to strengthen their institutional capacity and provide a platform to strategise and work towards equality within the region.

*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**.