



Senior Coordinator

Position Grade:	C
Location:	United States
Working Hours:	40 Hours Per Week (Full-Time)
Duration:	1 Year-Fixed Term Contract

About JASS

JASS is a feminist movement support organisation that strengthens the voice, visibility, leadership and collective organising power of women for a just and sustainable world for all. We equip and strengthen the leadership and organising capacity of women leaders and their organisations in Mesoamerica, Southeast Asia, and Southern Africa.

Our feminist movement building work supports marginalised women leaders (indigenous and rural land defenders, sex workers, garment workers, LGBTQI+, HIV+, and young activists) in critically unpacking the power dynamics affecting their lives from the personal to the public, from the local to the global, as to change the systems, structures and beliefs that perpetuate inequity, injustice, and violence. Our approach enables the conditions for women to organise, mobilise and transform power in four areas of their lives: Bodies, Voice, Resources, and Safety.

Our commitment to transforming power in the world starts with how we organise and operate internally. Diversity, equity and inclusion are at the heart of who we are and how we were founded. We have an intersectional staff and shared leadership structure that represents diverse geographies, cultures, faiths, generations, races, abilities, sexual orientations, gender identities, and includes activists grounded in country-level organising and movements. We strive for internal structures, policies, and practices that value the range of knowledge held in this diversity and that reflect shared principles and accountability to our mission.

Purpose of the Role

The SC will be responsible for scheduling for the ED and maintaining her calendar; and serve as liaison and support to the Board and senior management teams. While this is mainly an administrative role; it is also a facilitative one that requires building relationships, and high levels of coordination. The successful candidate will be highly organised, a skilled writer and synthesiser with proficiency in computer based skills (e.g. for layout and presentations), a strong



communicator, problem solver, with a high level of flexibility to meet a fast-paced, agile and dynamic environment.

We will prioritise qualified candidates whose lived and professional experiences align with the feminist culture, principles and mission of JASS.

Responsibilities

Executive Support

- Planning and coordinating the ED schedule including ensuring pace and balance; responding to and prioritising requests for meetings and rescheduling when necessary; resolving any scheduling issues across the JASS ecosystem; preparing attendees by sharing virtual meeting details and objectives; keeping the ED well informed of and prepared for upcoming commitments.
- Triaging email follow up and using judgement and discretion to resolve/respond to certain requests or problems (engaging other staff as needed); drafting acknowledgement letters; and internal and external written correspondence on her behalf.
- Supports the ED in meetings by where necessary taking notes and assuming responsibility for tracking and timely follow-up and completion of action items.
- Completes a broad variety of administrative tasks on behalf of the ED including: creating and maintaining virtual filing system and data records; expense reports; timesheets; contracts and arranging travel plans, itineraries, per diem requests and agendas. Where necessary takes care of logistics, arranges for meeting rooms, food service, supplies and other materials needed to support meetings.
- Manages special projects for the ED and senior leadership team which may have organisational impact (as needed).
- Support ED in ensuring the smooth functioning of the office in Washington DC and allied administrative tasks including communications, printing, tech and logistics support.

Board Support and Liaison

- Serves as the EDs administrative liaison to the Board including maintaining discretion and confidentiality in relationships with all members.



- Assists Board Co-Chairs as needed and supports the recruitment and orientation of new Board members.
- Manages the scheduling and preparation for Board meetings including supporting the timely development and sharing of agenda and supporting materials.
- Manages virtual platforms, takes minutes, supports, tracks, follows up and ensures sound record keeping.
- Provides logistical support for in person board meetings as needed, including travel and accommodation arrangements, venue coordination, etc.

Support for MCT and Joint Leadership Team

- Supports the coordination of senior leadership teams (MCT and JLT) including agenda setting and sharing, scheduling and supporting preparation for meetings, ensuring information flow, management of documents, taking minutes, tracking and following up on action items.
- Contributes to regularising and maintaining the organisational cycle by scheduling and supporting preparation for planning processes and maintaining an organisation-wide updated calendar.

Qualifications, Experience, Competencies (Knowledge / Skills / Ability)

- A deep desire to work in an organisation whose mission and culture are rooted in movement building, a centering of the majority world with an intersectional feminist and transformative approach to equity and justice.
- High level of executive administration and project management skills, acquired through an accredited college and/or 5-7 years of relevant work experience.
- A do-er with exceptional organising, strategic thinking and analytical skills. Ability to hold the big picture, while never letting the details slip through the cracks.
- Ability to achieve high-performance goals and meet deadlines in a fast-paced environment with a commitment to excellence on a consistent basis; to work independently and manage multiple demands with a combination of focus and agility.



- Strong comprehension of tasks, prioritisation, active troubleshooting and propositional in solution making.
- Willing to play a high level support role with sound judgement and discretion; a good listener with a strong radar for sensing dynamics, tension points, opportunities.
- Ability to manage sensitive matters with a high level of confidentiality and discretion.
- An ability to work independently and remotely, across time zones, with flexibility in working hours as dictated by the needs of a Global organisation.
- Ability to interact with and build relationships of trust with diverse sets of people, (including staff, board members, external partners and donors), in a confident, effective and professional manner while observing confidentiality where necessary.
- English fluency and excellent written, oral and virtual communication, presentation and negotiation skills with an understanding of the importance of both method and timing in communication; Spanish fluency a strong plus.
- Proficiency in Zoom, Microsoft Office (Outlook, Word, Excel, and PowerPoint), Google.docs, Adobe Acrobat, web-based management tools and Social Media web platforms. Experience with creative platforms like Jamboard, Mentimeter a plus.

Compensation

JASS is committed to equitable salary and benefits based on roles and responsibilities, regardless of location. The gross annual salary offered will depend on relevant years of experience, knowledge and skills. Benefits include employer-paid health care insurance, vacation leave, national holidays and sick leave. The initial offer of employment is for 1 year (with 3-month probationary period), with a possibility of renewal based on mutual satisfaction.

Non-monetary benefits include the opportunity to make significant strategic contributions to an innovative and respected movement support organisation with a global presence, a supportive and feminist work environment that encourages leadership development, and the ability to work remotely and travel internationally.



How To Apply

The following documents must be attached to your application:

1. Complete curriculum vitae (detailing the nature, scope and scale of responsibilities performed), and including the name and contact details of 3 reference persons.
2. A cover letter highlighting relevant skills and experience for this position; including 2 paragraphs on why you are the ideal “fit” for JASS and how and what you would contribute to the role.

[Job Description Link](#)

[Application Form Link](#)

The Deadline For Applications

The closing date for applications is **Friday, April 19, 2024**. JASS reserves the right to close this advertisement early or to withdraw the job posting. JASS is committed to creating an equitable, inclusive, feminist working environment for all staff. We value and are enriched by diversity; and our leadership, staff, cultures and structures reflect this. We strongly encourage qualified candidates of all races, ethnicities, colours, religions, gender identities, gender expressions, sexual orientations and abilities, to apply. For this role, candidates from the US will be prioritised.

JASS is an equal opportunity employer committed to creating an equitable, inclusive, feminist working environment for all employees. We value and are enriched by diversity and our leadership, staff, culture and structures reflect this.

We strongly encourage qualified candidates of all races, ethnicities, colours, religions, gender identities, gender expressions, sexual orientations and abilities to apply. For this role, candidates from the Global South, particularly one of JASS' three regions, will be prioritised.