



## Job Description: Mexico Coordinator

<b>Job title:</b>	Mexico Coordinator
<b>Location:</b>	Mexico
<b>Salary:</b>	Based on JASS salary scale
<b>Working hours:</b>	40 hours/week (100% Full-Time)
<b>Duration:</b>	1 year contract
<b>Reports to:</b>	MESO Regional Director

### 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 Coordinator works and coordinates with others in the regional team and some of the global teams as needed, in accordance with the priorities established for this position. While this is mainly an administrative role; it is also a facilitative one that requires building relationships, and high levels of coordination. The work to be



undertaken will be done under the supervision of the Regional Directorship of JASS Mesoamerica.

## **Responsibilities:**

### **Program Coordination**

- Coordinate the JASS program, planning, and activities in Mexico based on the agreed strategy and regional work plan, and inform regularly on the planning advance to the regional Director and the Regional program coordinator.
- Coordinate other staff or consultants hired to assist in the JASS Mesoamérica work in Mexico, ensuring progress and compliance with their work plans and proposing consultancies to support the program.
- Ensure and contribute to a harmonious working environment in Mexico and within the regional team.
- Coordinate the development of the Alquimia school in México as per the agreed modalities, coordinating whatever support is necessary for its development.

### **Logistics, Key Meeting Attendance & Participation and Administrative Support**

- Ensure and coordinate the mechanisms and logistical aspects necessary for the Mexico program and support with its link with the regional and global program.
- Coordinate or facilitate team meetings and periodic meetings with the regional leadership.
- Inform, recommend, promote and advance the Mexico advocacy strategy in line with the regional and global strategy.
- Participate in weekly regional coordinators' meetings and other regional and global meetings as needed.
- Propose, participate and support in strategic advocacy and solidarity spaces in the area of women defenders, and also in selected and prioritised social platforms in Mexico.
- Coordinate JASS's representation in all priority activities in Mexico and in global and cross-regional activities as agreed upon by the regional team, as needed and considering planning priorities and the country context.



- Report regularly on the context and impact of activities being developed in JASS's name in Mexico, including lessons learned from our work, status of our alliances, and general and specific program recommendations.

### **Other General Support and Coordination**

- Review monthly financial expenditures and reports from the Mexico office and submit them for approval to the regional administrator and the regional directorship.
- Support in financial management, identify donors in the country, and collaborate in the drafting of reports and proposals for donors.
- Coordinate with the regional communication officer and recommend and support communication plans in Mexico.
- Ensure that the staff (If any in the country level) is aware of JASS's policies and that these are implemented within the country.
- Ensure that a security policy exists and is observed in México.

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

- Commitment and knowledge of intersectional feminism and a transformative approach to equality and justice.
- Deep understanding of Mexico's context and commitment to social justice movements.
- 5 years of experience as a senior leader in feminist or women's rights social justice organisations; regional/global experience will be valued.
- Facilitative and collaborative approach to feminist leadership, with the ability to inspire, convey enthusiasm, commitment, and confidence in teams as a fellow doer rather than a delegator.
- Ability to work at multiple levels and engage with diverse audiences/contexts, including women, indigenous, and rural movements, NGOs, donors, and government officials.
- Experience in supporting movements/conceptualising movements and an understanding/interest in feminist movement building and popular feminist education.
- Experience in strategic thinking, planning, budgeting, and program management.
- Experience in team management and creating diverse partnerships.



- Fundraising experience, donor relations, and strategic positioning of movement/civil society value.
- Excellent analytical, writing, and communication skills.
- Ability to self-manage and work remotely with flexibility in working hours.
- Ability to travel regionally and internationally as needed.
- Proficient in English and Spanish, both spoken and written.
- Attention to detail and accuracy in work products.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, web-based management tools and Social Media web platforms.
- Expertise with Zoom interpretation
- Experience with creative platforms like Jamboard, Mentimeter a plus
- Reliable internet connection.

### Salary and Duration of Contract

JASS is committed to equitable salary and benefits based on roles and responsibilities, regardless of location. The Gross annual salary range for the position with benefits,, for a **40 hours per week** time schedule, is between **USD 32,000** to **USD 37,000** depending 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.



[Apply Here](#)

### **The Deadline For Applications**

The closing date for applications is **Sunday, June 16, 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 Mexico will be prioritised.