

# Job Description



<b>Job Title:</b>	<b>Youth Engagement Coordinator</b>		
<b>Cluster:</b>	Membership & Networks		
<b>Salary:</b>	\$40 417 (Excluding benefits)	<b>Contract Type:</b>	12 Months (with a possibility of an extension)
<b>Location:</b>	Remote		
<b>Reports to:</b>	Membership & Networks Lead		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The Youth Engagement Coordinator oversees the CIVICUS youth engagement strategy. The coordinator manages the processes, tools, and approaches to facilitate members' meaningful participation within the CIVICUS alliance, helps to identify and connect resourcing opportunities for youth organisations and activists; contributes to community-building through regular communications and convenings; leads the development, launch, implementation and tracking of youth-specific projects; and represents CIVICUS in all external consortiums and events related to youth civic participation and development.</p> <p>The coordinator is responsible for ensuring that all the learnings from youth related pilot projects and efforts are effectively shared in the learning and knowledge management systems of the organisation. This will in turn support CIVICUS staff learning journeys and professional development. The role includes important fundraising or leveraging resources and partnerships building.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Develop and coordinate the implementation CIVICUS youth members engagement strategy with the Youth Action Team and plans to meaningfully integrate youth voices across the Secretariat work.</li> <li>• Supervise CIVICUS youth members multi-lingual digital communications production, delivery and results coming from the Secretariat.</li> <li>• Supervise the coordination of CIVICUS youth peer-mentorship opportunities and testing different approaches to facilitate youth members knowledge sharing and building solidarity. Mainly through CIVICUS communications and members platforms.</li> <li>• Record, assess and share the outcomes, impact and lessons learned of this targeted communication practices with CIVICUS youth members.</li> </ul>		
<b>Network Engagement</b>	<ul style="list-style-type: none"> <li>• Project coordination and stakeholder engagement, including identifying, recruiting, onboarding, connecting and supporting fellows and other partners to meet the deliverables of youth centred programmes.</li> <li>• Manage the piloting, monitoring, sharing and applying learning from various individual support initiatives to improve the effectiveness of current individual support mechanisms.</li> <li>• Sustain, develop and manage strong partnerships and coalitions with peer organisations and funders to maintain CIVICUS Youth donor influencing work towards increased funds, flexibility and meaningful</li> </ul>		

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	<p>relationships between funders and young frontline human rights defenders.</p> <ul style="list-style-type: none"> <li>• Collaborate across the organisation to ensure that CIVICUS' work is diverse and inclusive, monitoring, sharing knowledge and supporting initiatives within the CIVICUS Secretariat in coordination with the Diversity and Inclusion officer.</li> </ul>
<p><b>Convening</b></p>	<ul style="list-style-type: none"> <li>• Identify strategic convening opportunities to engage the CIVICUS Alliance, in particular youth members.</li> <li>• Identify potential partners, sponsors, funders for CIVICUS events, in particular related to benefit youth members.</li> <li>• Represent CIVICUS at events.</li> <li>• Supervise the coordination of CIVICUS youth related events like the Youth Assembly, International Youth Day, and all online and in person events.</li> <li>• Convene learning circles and curate online conversations on social media with funders, intermediaries and other youth focused/ serving organisations to continue learning about the best approaches to resource young activists in the 21<sup>st</sup> Century.</li> </ul>
<p><b>Resource Mobilisation</b></p>	<ul style="list-style-type: none"> <li>• Designing and fundraising for initiatives that will enhance our support to new generation leaders, community activists and other individuals that are working to strengthen civil society and citizen action.</li> <li>• Enhance the resource mobilisation activities of the Alliance, focusing on the Membership &amp; Networks, through capacity building activities and the development of resources to strengthen youth members skills, networks and work.</li> </ul>
<p><b>Person Specification</b></p>	
<p><b>Education, Language &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Candidates must have minimum of four years' working within civil society organisations on youth engagement and programming. Experience in voluntary work as a young activist is strongly encouraged.</li> <li>• Diplomas/degrees in the following disciplines will be taken into account, although they are not mandatory for this position: development studies, international relations, political science, economics, sociology, organisational development, social entrepreneurial, or related field;</li> <li>• Fluency in verbal and written communication in English, additional language proficiency in Spanish, French and/or Arabic.</li> </ul>
<p><b>Essential Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• Strong analytical, strategic thinking and project management planning skills</li> <li>• Demonstrated collaboration, coordination and partnership building abilities, both internally within an organisation and externally</li> <li>• Strong and effective communication skills</li> <li>• Demonstrated ability to work in a multicultural environment, work under pressure and multi-tasking.</li> <li>• Experience in resourcing for civil society, particularly youth and in leading capacity development programmes, events, workshops.</li> <li>• Knowledge and experience of Impact &amp; Accountability frameworks and practices</li> </ul>

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## Desirable Knowledge, skills and Experience

- Experience working in a network and/or membership-based organisation.
- Experience in youth development efforts
- Experience in supporting at least one social movement.
- Additional language capacity in other UN languages