

Job Description



Job Title:	AGNA Community Building Assistant		
Cluster:	Membership and Networks		
Salary:	USD\$23 000 – USD\$26 000 per annum	Contract Type:	Fixed Term
Location:	Flexible, with 3-6 months in Johannesburg		
Reports to:	Networks Engagement Coordinator		
Direct Reports:	None		
Job Role			
Role Overview:	<p>This role is a learning position and an entry into a global civil society network. We are looking for a highly motivated person to grow alongside the AGNA team and to:</p> <ul style="list-style-type: none"> • Assist in the communications strategy for AGNA network, including between CIVICUS secretariat and AGNA members and between AGNA members; • Assist in the implementation of networking and engagement strategy for AGNA network to be more active and engaged in CIVICUS alliance and as a community of practice; • Support the implementation of AGNA’s strategic priorities and annual plans. 		
Areas of Responsibilities	Key Activities		
Communication & Knowledge Sharing	<ul style="list-style-type: none"> • Contribute to strengthening and implementing AGNA’s communication strategy and information/knowledge sharing through social media, e-newsletters, and other virtual platforms. • Contribute to the identification of member’s knowledge and information needs and development of innovative ways to respond to them (webinars, trainings, etc.). • Contribute to the development of knowledge products (research, training tools, etc.) • Contribute to AGNA’s internal knowledge management processes • Database management and data analysis. 		
Membership	<ul style="list-style-type: none"> • Support the implementation of CIVICUS and AGNA’s membership strategy. • Liaise with membership teammates to ensure data on AGNA members are captured and updated on CIVICUS databases • Support the AGNA network through mapping, recruitment and promotion 		
Network Engagement	<ul style="list-style-type: none"> • Support the implementation of CIVICUS and AGNA networks strategy; 		

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	<ul style="list-style-type: none"> • Research and implement innovative engagement practices that promote partnership and knowledge sharing and amplify the work of AGNA's members;
Convening Support	<ul style="list-style-type: none"> • Contribute to the implementation of AGNA's thematic work; • Assist in organising events and other logistics.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or equivalent in development studies, international relations, political science, economics, anthropology, sociology, public policy, or a related field • Excellent written and spoken English. Proficiency in French and/or Spanish required.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • 1- year of experience of working in a multi-cultural team and in a non-profit environment (e.g. volunteer, internship, study abroad programs) – <i>please note only applicants with a maximum of 3 years of non-profit experience will be considered;</i> • Excellent writing, communication and analytical skills; • Computer and internet proficiency, including MS Office, Word, Excel PowerPoint etc; • Demonstrated ability to work in a multi-cultural environment, work under pressure, and multitasking
Desirable knowledge, skills and Experience	<ul style="list-style-type: none"> • Knowledge of communications and social media, advocacy campaigns, partnership building, marketing (ideally in the non-profit sector), and/or project design; • Knowledge of design web apps such as canva, Piktochart, Lumen5, Prezi, etc. • Understanding of membership and networking principles; and • Knowledge of global/regional dynamics and civil society issues.