JOB POSTING

YOUNG WOMEN IN LEADERSHIP – ANTIGUA AND BARBUDA PARTICIPANT COORDINATOR
“PROMOTING WOMEN’S POLITICAL LEADERSHIP IN THE CARIBBEAN”

Position Title: Young Women in Leadership Participant Coordinator
Position Term & Type: Contract/Consultant - approx. 2 months part-time
Position Location: Antigua and Barbuda
Application Deadline: October 8th, 2020
Language profile: English

BACKGROUND

Caribbean Women in Leadership (CIWiL) is a non-political, multi-partisan and independent non-governmental organisation established to monitor, strengthen and increase women’s political participation and leadership in the region through advocacy, networking, research and capacity building initiatives.

ParlAmericas is the institution that promotes parliamentary diplomacy in the inter-American system. Composed of 35 national legislatures from North, Central, and South America, and the Caribbean, ParlAmericas facilitates the exchange of parliamentary best practices and promotes cooperative political dialogue. Through its gender equality programming, ParlAmericas promotes women’s political leadership and gender mainstreaming in the agendas and operations of the national legislatures of the Americas and the Caribbean.

“Promoting Women’s Political Leadership in the Caribbean” (“PWPLC”) is an initiative funded by the Government of Canada, and forms part of a LAC region project being implemented by CIWiL and ParlAmericas.

CIWiL and ParlAmericas are seeking a part-time participant coordinator based in Antigua and Barbuda to support the delivery of the Young Women in Leadership (YWIL) – Antigua and Barbuda Initiative, a nationwide event being hosted in partnership with the Parliament of Antigua and Barbuda that will draw together diverse young women from across Antigua and Barbuda to build their interest and ability to lead. The initiative will take place in Antigua and Barbuda through virtual and in-person mechanisms (in accordance with local health and safety restrictions) through October and November 2020.

NATURE AND SCOPE

The YWIL Participant Coordinator is responsible for supporting the high-quality planning and implementation of the Young Women in Leadership Initiative as part of a team comprised of staff from ParlAmericas and CIWiL, which works in close partnership with the Parliament of Antigua and Barbuda. Reporting to the activity leads from ParlAmericas and CIWiL, the YWIL Participant Coordinator will be the primary point of contact for participants from their selection to the conclusion of the event, ensuring that participants have all needed information related to the YWIL programme and logistics. The Participant Coordinator will also contribute to the coordination and implementation of logistics for the YWIL in the lead-up period and onsite at the event.
The YWiL Participant Coordinator must possess strong administrative, communications, and organisational skills. They must be excited about the opportunity to connect with and assist others, and to work with an experienced and diverse team based both in Trinidad and Tobago and Canada. The successful applicant will have a passion for social transformation and youth leadership.

Successful delivery of this activity will require the YWiL Participant Coordinator to exercise utmost sensitivity, tact, transparency and sound judgement in performing their duties and representing the partner organisations and their programming.

This role will require approximately 15-20 hours of work each week through October and November, with some work in December to support the activity wrap-up.

**PRIMARY RESPONSIBILITIES**

The YWiL Participant Coordinator will be the primary point of contact in country for participants in the Antigua and Barbuda YWiL Initiative. Working in collaboration with ParlAmericas and CIIWiL staff and the PWPLC Project Steering Committee, as well as our implementing partner the Parliament of Antigua and Barbuda, and in compliance with other organisational and donor requirements, the YWiL Participant Coordinator will:

- Support the participant application review process as required and facilitate communications with participants regarding registration.
- Support ongoing communication on YWiL logistics and programme content with participants under the direction of CIIWiL and ParlAmericas staff and respond to any questions received from participants in a timely manner.
- Support the organisation and implementation of virtual training sessions and any in-person sessions, including coordination with participants and arrangement of logistics.
- Support procurement and implementation of event logistics, including travel and hotel arrangements for local participants (if needed), oversight for any accessibility requirements, and ensuring compliance with all health and safety regulations required by local authorities for any in-person activities.
- Contribute to the ongoing promotion of the YWiL initiative as required, including coordinating with participants on possible media opportunities, suggesting possible communications streams and messaging, and supporting communications with the media and other external stakeholders, as required.
- Lead participant registration onsite and support overall event implementation.
- Contribute to successful conclusion of the YWiL initiative and immediate follow-up work, with a focus on concluding communications with participants.

**QUALIFICATIONS**

- Experience in a similar complex coordination and communications position, with strong organizational and time management skills
- Excellent written and spoken English
- Excellent interpersonal skills and interest in connecting and communicating with others
- Attention to detail and problem-solving skills and ability to handle sensitive information in a confidential manner required
- Demonstrated capacity to work both in a self-directed manner and collaboratively with team members, project partners, grantees and other stakeholders from politically and culturally diverse backgrounds both remotely and in person
- Reliable mobile phone, computer and internet access
- Ability to travel occasionally throughout Antigua and Barbuda to work with participants and to contribute to the successful delivery of the YWiL
- Experience working with or participation in a youth leadership programme is an asset
- Knowledge of or past experience in an international development and/or women’s rights issues in the Caribbean is an asset, but not a requirement

**WORKING CONDITIONS**
This is a contract/term position, ending the first week of December 2020. Occasional irregular work hours and travel within Antigua and Barbuda may be required if needed.

Applicants must be legally eligible to work in Antigua and Barbuda.

Please send your CV and a cover letter detailing how you meet the qualifications for this job posting to ywil@ciwil.org no later than **October 8th, 2020**.

Only short-listed candidates will be contacted for an interview.

CIWiL and ParlAmericas are equal opportunity employers.