PROGRAM OFFICER, GENDER, EQUALITY AND INCLUSION PROGRAM

Full-time position based in New York, NY or The Hague, Netherlands (with consideration for remote work)

Start Date: November 1, 2022
Application deadline: September 30, 2022

Background
Parliamentarians for Global Action (PGA) is a network of more than 1,200 legislators from 141 elected parliaments around the world, who join in their individual capacity, to mobilize and inform colleagues about human rights and the rule of law, human security, peace, inclusion, gender equality, and justice, including climate justice. The network undertakes specific actions and international initiatives supported by a Secretariat, with its main office in New York City, USA (host of the United Nations), and an office in The Hague, Netherlands (host of international jurisdictions).

PGA’s vision to contribute to a rules-based international order for a more equitable, safe, sustainable and democratic world can only be achieved through the full protection and active promotion of the human rights of those most vulnerable, including girls and women, and lesbian, gay, bisexual, transgender and intersex (LGBTI+) persons.

Summary Description
PGA seeks a dynamic and collaborative full-time Program Officer to join the Gender, Equality and Inclusion (GEI) Program and help design and implement actions and initiatives to promote the human rights of girls, women and LGBTI+ persons among parliamentarians around the world. Through its Global Parliamentary Campaigns against Discrimination based on Sexual Orientation and Gender Identity (SOGI Campaign) and on Ending Child, Early and Forced Marriage (CEFM Campaign), the Program Officer will maintain relationships with local, regional and international partners to advance common goals and identify new opportunities and stakeholders to approach.

As a response to climate change as a threat multiplier, disproportionately accentuating its impacts on countries and those segments of the population that are already at a disadvantage and living in vulnerable situations, such as women, indigenous peoples, and LGBTI+ persons, in 2022, the Gender, Equality and Inclusion (GEI) Program added to its goals the sensitization and mobilization of parliamentarians in the Caribbean around the Escazu Agreement as a tool to catalyze climate governance and action from a human rights-based approach.

The Program Officer should have experience working in international human rights law, gender issues and the Sustainable Development Goals and should demonstrate strategic thinking and sensitivity in working closely with decision-makers. Knowledge of parliamentary procedures and experience working with parliamentarians is a plus. The Program Officer should have experience in grant writing and reporting as well as in monitoring and evaluation frameworks. The Program Officer should also have the ability of creating graphics and messages to amplify our actions in social media.

This position reports to the Director of the Gender, Equality and Inclusion (GEI) Program and will work very closely with the Climate Action Campaign Program Officer supporting the three Campaigns as needed. Both colleagues are based in New York City. Legal authorization to work in the United States is required for the position in New York. There is also flexibility for remote work.
Responsibilities

• Assist the Director in the design and implementation of actions and initiatives of the SOGI and CEFM Campaigns under the Program.
• Closely collaborate with the Director and the Climate Action Campaign Program Officer to ensure gender is mainstreamed throughout the Program and advocacy actions are designed and implemented in a coordinated manner.
• Maintain close communications with members of Parliament, local partners, government officials and other relevant stakeholders in both Campaigns. Identify and engage with stakeholders in target countries and globally to advance the Campaigns’ goals.
• Develop and implement a strategic communications plan as part of the program strategy. This includes: amplify actions by PGA members and other legislators in social media; regularly update dedicated pages on Campaigns’ key achievements, activities and calendars on our site; prepare speeches, statements, blogs, social media posts, and other materials as needed.
• Upon request for technical legal assistance from a Parliament and/or Parliamentary Committee, draft relevant legal texts and/or “model” legislation, as well as legal language appropriate to promote equality.
• Conduct ongoing research and monitor news and developments on issues relevant to the Program.
• Prepare grant reports, collect data and fill out Monitoring and Evaluation (M&E) frameworks, draft surveys and interview questions for parliamentarians and other participants, and regularly update the Program’s contact database and data collection files.
• Liaise with other team members to advance the goals of the GEI Program, namely equality and inclusion, and explore synergies for close collaboration with colleagues to promote the organization.
• Liaise with the administration/finance team, in collaboration with the Director, on logistical and administrative matters.
• Organize event logistics (virtual and in-person) as needed, including liaising with speakers, drafting speaking points, agendas and outcome reports, posting on social media, etc. In case of in-person events, scheduling flights, hotel accommodation, local transportation, etc.
• Participate in meetings, seminars, webinars, etc. on topics related to the Program on behalf of PGA’s Secretariat.
• Perform other tasks as required upon direction of PGA’s Secretary-General and/or Deputy Secretary-General, including translation of documents and interpretation for PGA member-parliamentarians.

Qualifications:

• A degree in law, international relations/political science, human rights or gender studies or related field.
• Three years of proven experience in implementing and/or managing projects, from design to execution and reporting, and in building social movements for change.
• Experience working on international human rights law, particularly on gender issues is desired.
• Excellent oral and written communications in English and another language (Spanish or French) is essential. Other languages are a plus.
• Knowledge of software and skills to create graphics, images and messages on social media and to design other outreach strategies to target relevant audiences is desirable.
• Excellent interpersonal skills to work collaboratively with parliamentarians, government officials, local partners, and with team colleagues.
• Strong initiative and follow-through, capacity to make sound decisions and to think strategically, to mono- and multi-task effectively, and to work under tight deadlines.
• Flexibility to pivot amid challenges and remain open and humble to learning.
• Ability to travel.

Salary appropriate to an NGO; benefits include full medical and dental insurance, paid vacation and holidays.
Contact: Please submit a cover letter, curriculum vitae, and contact information for three references to Michael Agbeko, Director of Administration, at agbeko@pgaction.org. Kindly include your name and “GEI Program Officer” in the subject line of your email.

No calls or email inquiries, please. Only complete applications will be reviewed. Short-listed candidates will be invited to an interview. Top candidates will be invited to take a test. We regret to be unable to further contact or notify unsuccessful applicants for this position.

PGA is an equal opportunity employer that does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, sex, national origin, age, marital status, sexual orientation and gender identity/expression, political affiliation, pregnancy, military status, veteran status, disability, genetic information or predisposing genetic characteristic, domestic violence victim status, or any other characteristic protected by federal, state, or local law.