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Executive Coordinator Posting

Deadline: May 28, 2008

The Youth Coalition for Sexual and Reproductive Rights (YCSRR) is a non-governmental organisation comprised of young people (ages 15-29 yrs), who promote the sexual and reproductive rights of adolescents and youth at the international and regional levels. The Youth Coalition's mission is to ensure that the sexual and reproductive rights of all young people are respected, guaranteed and promoted, and to secure the meaningful participation of young people in decision-making that affects their lives. We do so by advocating, generating knowledge, sharing information, building partnerships and training young activists with a focus on the regional and international levels. The Youth Coalition's head office is located in Ottawa, Canada. We are currently seeking a full-time Executive Coordinator.

Job Description

Under the supervision of the Youth Coalition's International Board of Directors, the Executive Coordinator is responsible for the general coordination, implementation and management of the Youth Coalition's programs, projects and operations. This includes financial, operational and staff management in addition to inputting and coordinating the Youth Coalition's programmatic work. The position also involves networking with key stakeholders and fundraising for the organization.

Specific responsibilities include:

Management and Coordination

- Staff management, including recruitment, hiring, training, monitoring and support of Youth Coalition office staff;
- Support the activities of the Youth Coalition Board of Directors through policy research, moderating discussions, and sharing information on key issues, as required;
- Oversee the day-to-day operations of the Youth Coalition head office, including: supporting programs, policy research, advocacy activities, publications, website, training activities, networking, publicity and awareness-raising;
- Manage all legal and financial aspects of the Youth Coalition's operations.

Funding and Finance

- Prepare, administer, monitor and report annual organizational budgets and project budgets;
- Research, identify and conduct outreach to potential international funders;

- Develop and distribute funding proposals to potential funders; Create and maintain contact with funders;
- Effective administration and reporting of any funds received
- Overseeing all financial operations of the Youth Coalition's head office
- Regular meetings with the Financial Officer to ensure accurate records of all expenditures, deposits and transfers
- Oversee annual financial audit

Research and Outreach

- Research, identify and conduct outreach to potential NGO partners, youth, researchers, academics, funders, policy makers and others who are active in the area of adolescent and youth sexual and reproductive health and rights;
- Facilitate networking and information exchange among Youth Coalition members, other organisations and youth working in the sexual and reproductive health and rights field;
- Develop and monitor MOU's and TOR's with all Youth Coalition partner organisations.

Youth Coalition Activities

- Coordinate the activities of various Youth Coalition task forces;
- Contribute to event report writing and development of task force action plans;
- Prepare materials for Annual General Meetings and Board of Directors in-person mid-term meetings;
- Attend meetings and conferences as a representative of the Youth Coalition.

Required Skills and Competencies

- A clear understanding and demonstrated commitment to the Youth Coalition's Principles and Values;
- Post-secondary degree in Political Science, Public Administration, International Development, Public Health, Sociology or a related field or a combination of post-secondary education and professional experience;
- A minimum of 2 years of professional experience in a relevant field (Volunteer experience may be considered);
- Experience with NGO and/or program management, including: financial, legal, administrative, programmatic and human resources management;
- Fundraising experience, including proposal and report writing;
- Knowledge of sexual and reproductive rights, youth participation, human rights and a gender approach;
- Familiarity or good understanding of the United Nations system;
- Fluency in written and oral English; ability to work in Spanish, French or Arabic an asset;
- Excellent interpersonal skills and a demonstrated ability to work in a cross-cultural setting;
- Strong organisational skills and ability to multi-task;
- Attention to detail and strategic thinking;
- Ability to work efficiently under pressure both independently and as a member of a team;
- Willingness and ability to travel to diverse countries and work outside regular business hours when necessary;
- Canadian citizen or legally able to work in Canada;
- Applicants below the age of 30 yr are especially encouraged to apply.

The Youth Coalition is an equal opportunity employer that is committed to celebrating all forms diversity. Self-identification by candidates is completely voluntary.

Application Process

Please send your CV and cover letter to the Hiring Committee by **Wednesday, May 28, 2008** by fax, email or post to:

Youth Coalition
405 - 260 Dalhousie St.
Ottawa, ON
K1N 7E4

Fax: 613-562-9502
Email: office@youthcoalition.org

We thank all applicants for their interest but only those invited for an interview will be contacted. No phone calls please.