



## **Job Description: Global Networks Program Associate**

### About the International Coalition of Sites of Conscience

The International Coalition of Sites of Conscience (the Coalition) is a network of museums, historic sites, organizations and individuals dedicated to creating a more peaceful future through remembering past struggles and addressing their contemporary legacies. Founded in 1999 by a group of nine pioneering heritage and human rights leaders on four continents, the Coalition has grown to over 200 members in 55 countries, working in regional and thematic networks in Africa, Asia, Europe, Latin America, Russia, North America and the Middle East and North Africa. Each year, more than 20 million people visit Sites of Conscience across the globe to participate in programs that promote civic action by connecting history and memory with contemporary human rights and social justice issues.

### What the Coalition Does

The Coalition is the only international training and exchange community dedicated to building the capacity of Sites of Conscience to achieve broad social change. The Coalition strengthens member sites across the globe in the following ways:

- **Supporting regional and issue-based networks** of Sites of Conscience, enabling members to collaborate, convene for region-specific trainings, and advocate for common goals.
- **Providing funding and technical support** to sites to develop innovative, scalable public programs;
- **Connecting members** across the globe to develop highly effective collaborative programs and share best practices; and
- **Advocating for the inclusion of memory initiatives** in peace-building and transitional justice efforts;

### Position Description

The Global Networks Program Associate reports to the Global Networks Program Director and will support the Coalition's programmatic work in the Asia, Africa, Russia, Latin America, Europe and Middle East and North Africa (MENA) regions. The goal of the Global Networks Program Associate is to help build the capacity of historic sites, museums, memorials and memory initiatives in these six regions to serve as centers of civic dialogue by coordinating exchange and learning among a portfolio of Coalition members and affiliates. S/he is responsible for supporting and growing the Coalition regional networks, and for developing and disseminating Coalition resources with network members. S/he collaborates closely with the Program Director for North America and the Transitional Justice Program Director as well as with the

Director of Institutional Advancement and the Director of Communications. The position will involve international travel.

Specific responsibilities include:

- Regional Network Program Design and Development
  - Assist in the development, implementation and monitoring of regional programs, and take a lead role on regional network projects such as organizing workshops, trainings, seminars and other meetings.
  - Facilitate development of programs by individual member sites
  - Compile and disseminate resources (program models, methodological tools, etc.) to members via the Coalition's Online Resource Center and/or other mechanisms, including print materials
  - Work with Program Directors and regional network coordinators or committees to coordinate joint/collaborative programs among members of networks
  
- Regional Network Development
  - Recruit and liaise with members
  - Organize and facilitate regional network meetings
  - Provide the necessary support for regional steering committees, including facilitating and/or hosting meetings, taking and disseminating minutes.
  - Research relevant initiatives in human rights, transitional justice, civic dialogue, arts, and other fields and identify opportunities for collaboration
  
- External Relations and Member Communication
  - Assist in maintaining contact with international and local partners, organizations, embassies, and other relevant civil society actors or government officials.
  - Serve as liaison for all communication with regional network members and prospective members regions
  - Draft regional program updates and articles for e-newsletter and the Coalition website
  
- Fundraising and Grants Management
  - Working with the Institutional Advancement department, drafting donor reports and proposals, and provide program area updates as required
  - Work with the Global Networks Program Director to draft regional budgets and work plans as required by funders
  
- Management and Administration
  - Prepare quarterly activity reports
  - Travel to and participate in International Coalition activities as needed
  - Complete other tasks as required

## Position Requirements

### Education:

- Bachelor's degree in international relations, law, political science or similar discipline is required. Master's degree or higher with specialization in human rights or transitional justice is preferred.

### Experience:

- 2-3 years relevant work experience, preferably in museology, civic engagement, transitional justice, or international human rights.

### Related Skills or Knowledge:

- Substantive practical experience in human rights and/or transitional justice issues.
- Excellent oral, written, and interpersonal communications skills in English.
- Fluency in or knowledge of Spanish, Arabic, Russian or French is desirable.
- Outstanding time management and project management skills.
- Creativity, flexibility, resourcefulness and ability to work independently as well as collaboratively.

## Application Process

Please send an email that includes your resume and cover letter indicating salary requirements along with one writing sample to [coalition@sitesofconscience.org](mailto:coalition@sitesofconscience.org) by December 31, 2014. Please include Global Networks Program Associate in the subject line.

Applications without salary requirements cannot be considered.

Please note that because of the high volume of submissions received for each position posting, the Coalition is able to respond only to those candidates who will be invited to move forward in the search process.