



JOB ANNOUNCEMENT

EG Justice is seeking a candidate for the position of **Program and Development Coordinator**, a full-time position based in our national office in Washington, DC.

We are seeking an individual excited about our mission of promoting human rights, the rule of law, transparency and civic participation; and who wants to be part of an international team working to build a just Equatorial Guinea.

The Program and Development Coordinator oversees and facilitates the day-to-day workflow of the Program and Development departments. Program responsibilities include conducting advocacy, leading trainings, drafting documents, coordinating research, and managing EG Justice's online presence. Development responsibilities include grant drafting, preparation for fundraising-related meetings, campaign support, and special projects.

ESSENTIAL DUTIES/RESPONSIBILITIES

- ◆ Monitor developments in Equatorial Guinea and coordinate relevant research.
- ◆ Drafting of press statements, op-eds, policy briefs, background papers, blog posts, and other advocacy documents.
- ◆ Coordinate and implement advocacy strategies to influence relevant stakeholders, including government agencies in the USA, the government of Equatorial Guinea, UN entities, the African Union, the Community of Portuguese Language Speaking Countries, and any other relevant organizations.
- ◆ Organize and implement issue-specific campaigns and routine social media communications.
- ◆ Monitor and help evaluate the organizations projects.
- ◆ Assist with outreach to current and prospective funders, including material and presentation development.
- ◆ Assist with grant proposals, reports, and other key fundraising documents (such as the annual report), including compiling information and drafting/outlining.
- ◆ Develop and update organization's printed and online materials.
- ◆ Assist with fundraising campaigns and opportunities, such as an annual fundraising event and the end-of-year online campaign.

TRAINING AND QUALIFICATIONS

Required Skills

- ◆ Extremely organized with a high attention to detail.
- ◆ Strong research and writing skills, with the ability to turnaround writing quickly.
- ◆ Proven advocacy skills, ability to communicate effectively, and excellent interpersonal skills.
- ◆ Ability to maintain a calm and positive attitude under stressful situations.
- ◆ Entrepreneurial and possesses sharp problem solving skills.
- ◆ Written and oral fluency in English and Spanish; and proficiency in French.
- ◆ Ability to manage and train others, including interns.
- ◆ Comfortable with technology and computers, especially social media.
- ◆ Knowledge of the political and socioeconomic situation in Equatorial or in Central Africa.
- ◆ Dedication to human rights, rule of law, transparency, civic engagement.

Education

Degree in international affairs, political science, public policy, economics, marketing, or related fields. Alternatively, three years of experience in human rights advocacy or non-profit management.

Experience

Minimum of one year of experience in advocacy and one year in fundraising, or two years of experience in a role with transferable skills. Internships and other volunteer positions can be considered experience.

Salary is competitive and commensurate with experience. Health benefits provided.

EG Justice is an equal opportunity employer. Citizens of Equatorial Guinea are strongly encouraged to apply.

HOW TO APPLY

Please send a cover letter confirming your qualifications and a current resume to: info@egjustice.org with the subject "Program and Development Coordinator Application."

Position is open until filled, but applications are requested to be submitted by September 23, 2014.