

JOB TITLE: International Network Coordinator

SALARY: between 28 000 \$ and 38 000 \$ per year, depending on location

HOURS: 40 per week. *Please note that the initial contract awarded to the successful applicant will be a 3 months contract, renewable based on funding secured and satisfactory performance review*

LOCATION: depends on country of residence; to be discussed after the interview process

REPORTS TO: Advisory Board, International Working Group, fiscal agent and Host Organization

About Youth RISE:

Youth RISE (Resources.Information.Support.Education) for reducing drug related harm, is a youth led organization, and is uniquely positioned to address the issues faced by young people who use drugs. It is the aim of Youth RISE to empower young people who are affected by drug use and policy to effectively and proactively work at systemic policy change to ensure that young people are included in harm reduction strategies and within the drug policy debate.

Vision:

To provide a network where young people can meaningful engage in issues addressing how they are affected by drug use and drug policy, and to participate in systemic and institutional change that will improve their community's health and well-being.

The youth R.I.S.E. structure is one that is inter-connected and dependent on all parts. From staff, to International Working Group members (international volunteers) on the ground, to partnering organizations, we share resources and success stories and work together to promote systemic change. But our connection does not end with our work; it needs *young people* and depends on **young people** adding their voice to reduce the harmful affects of drugs.

Youth R.I.S.E. is run by the international Coordinator who get support from different mentors. It conducts several activities through the international working group who are trained and are followed up by the network development coordinator.

Youth R.I.S.E. is not a registered organization, it works independently as a youth led organization and has RELEASE in the United Kingdom as its fiscal agent. They provide Youth R.I.S.E. with the legal entity as well as financial and organizational support.

JOB PURPOSE SUMMARY

To co-ordinate the overall operation and development of Youth RISE. The post holder will be required to develop new strategic and financial partnership and will be responsible for engaging partners in future advocacy initiatives.

The Coordinator will be responsible for overseeing the work of other Youth RISE

staff and ensuring accountability to donors, stakeholders and membership. It will also be a requirement of the post to oversee and contribute to Youth R.I.S.E.'s input into major international reports, research and policy statements. The post holder must have a commitment to an inclusive and comprehensive harm reduction and human rights based approach to working with young substance users, sex workers and street involved youth.

The International Network Coordinator will be responsible for the following:

Operations and Strategic Development

- Supervise one full-time staff based internationally, and one part-time administration staff member.
- Coordinate projects, partnerships and campaigns with a range of partners;
- Assist with development of an advisory board, including identification of members, roles and responsibilities and management structure;
- Develop a strategic plan with a mandate, objectives, indicators for impact evaluation, key programmatic areas, intended activities, human resource needs, potential for growth, benchmarking and governance structure;
- Coordinate monitoring and evaluation for staff and programmatic areas;
- Collaborate with Advisory Board and Release (host agency) Executive Director, Deputy Director and administrative team on personnel management, financial management, network leadership and direction to Youth RISE's projects and activities.
- Develop work plan for the network that would incorporate work plans of other staff and regional plans
- Assist in the recruitment of the regional representatives to the International Working Group ('IWG')
- Coordinate the Youth RISE's yearly strategic planning meeting
- Recruit consultants upon the needs of the network

Fundraising and Partnership Building

- Develop a fundraising strategy, including identification of diverse funding streams;
- Coordinate fundraising efforts, including grant-writing, reporting, managing grants and budgets, fundraising events, etc;
- Continue to sustain partnerships with UN agencies and donors currently supporting Youth RISE;
- Advocacy and public speaking with partner youth organizations, government and UN officials at high level events such as the International Harm Reduction Conferences, regional harm reduction and drug policy conferences, CND and High Level Meetings on Drugs, UN General Assembly Special Sessions on HIV/AIDS, and International AIDS Conferences;
- Research, writing and project development on substance use and harm reduction, drug policy, human rights, and relevant HIV/AIDS topics;
- Create new and innovative partnerships with organizations and companies to enhance opportunities for members.

Youth RISE

International Network Coordinator

Requirements

1. Demonstrable understanding of harm reduction programming for young people
2. Excellent advocacy, communication and written skills
3. Has an understanding of issues related to young substance users, human rights and global drug policy
4. Proficiency in English both written and spoken
5. Familiarity working within a youth movement, the principles of youth engagement, as well as anti-oppression and rights-based frameworks
6. Experience advocating on both national and international level
7. Experience working for a youth organization and/or for a not-for-profit organization.
8. Excellent organizational skills and the ability to plan, prioritize and time manage work.
9. Good IT skills, including experience of the full Microsoft package
10. Ability to communicate effectively with various stakeholders, target groups and partners, including both young people and high level policy makers
11. Must be able to work independently online without supervision
12. An enthusiastic, committed and creative approach to professional challenges.

Desirable

1. Proficiency in at least one other UN official language, French, Spanish, Chinese, Russian and Arabic
2. Experience with activities such as management (training, recruitment and activities) of volunteers and staff
3. Experience with basic HTML skills and website management. Coordinators will need to upload and manage website content, updates and Youth RISE activities
4. Experience and competence in public speaking.
5. Ability to stay calm under pressure and maintain a sense of humor.

TO APPLY, PLEASE SEND A CV/RESUME AND COVER LETTER TO:

info@youthrise.org

Subject: International Coordinator position

DEADLINE: Monday, September 27th, 2010 at 19 GMT, application submitted after this date will not be considered