

JCoR (Justice Coalition of Religious)

JCoR is a coalition of UN accredited Non-Governmental Organizations whose members are Catholic women and men religious. They are committed to support and strengthen the capacity of religious working at the grassroots and those representing them at the UN to:

- Advocate internationally and regionally for people living in poverty
- Address the root causes of unsustainable development
- Promote just, equitable and rights-based development through a just implementation of the Sustainable Development Goals

JCoR aims to strengthen inter-congregational collaboration among religious from the grassroots level to the global level. The Coalition is seeking a New York-based Coordinator.

JCoR NY Coordinator Position Description

General Qualifications

- Ability to articulate and implement the Vision and Purpose of JCoR
- Training/experience in directing, planning and management
- Experience working on collaborative projects
- Experience in/familiarity with faith-based justice work
- Experience directing or working in an international, multi-cultural context
- Understanding of the 2030 Sustainable Development Agenda from the perspective of Justice, Peace, Integrity of Creation and Catholic Social Teaching
- Experience in/familiarity with the UN system and how NGOs operate within it
- Good knowledge and/or personal experience of the Global South
- Experience working with a Board
- Availability for/openness to a two-year, full-time commitment to the position
- Flexibility/capacity to work from home and a variety of office and public settings in New York City as needed

Specific Skill Sets

- Familiarity with research methods for data collection and analysis
- Excellent organizational and management skills
- Strong interpersonal/relational skills
- Strong written and oral communication skills
- Ability to communicate effectively with organizations, including Religious and Church
- Group facilitation skills
- Excellent English language skills required; some knowledge of another language helpful
- Strong modern communication technology skills

- Familiarity with maintaining a budget and tracking expenditures
- Social justice/human rights advocacy skills

Job Responsibilities

- Report to and work closely with Members' Board (MB) and Steering Committee of the MB (as established)
- Execute decisions made by MB
- Collaborate with MB to establish key contacts in continent, region, and nation selected for intensive capacity-building
- Collaborate with MB and, potentially, with consultants to design initial position descriptions and training for continentally-, regionally-, and nationally-based Coordinators
- Coordinate and support advocacy collaboration among JCoR member NGOs' representatives to the UN, including analysis and facilitation of strategic modifications of collaborative activities over time
- Develop and implement a communication plan for JCoR in consultation with the MB
- Develop data collection and program evaluation forms in consultation with continentally-, regionally-, and nationally-based JCoR NGO members
- Collaborate with consultants to develop programs and materials for training of continentally-, regionally-, and nationally-based JCoR NGO members on advocacy and advocacy campaigns
- Monitor, support, and ensure accountability of various continentally-, regionally-, and nationally-based JCoR advocacy trainings and campaigns to the Coalition's vision, values, timeline, and budget
- Collaborate with consultants to facilitate collection and analysis of data from continentally-, regionally-, and nationally-based JCoR training participants
- Monitor expenditures in relation to Coalition budget and give regular financial reports to MB
- Lead crafting of all reports to funder in accordance with a grant agreement
- Field inquiries or other communications from entities external to the Coalition

Accountability

- Members' Board
- Regular communication and annual review with Steering Committee and/or Chair(s)

Compensation

Salary for this position is negotiable.

Interested applicants are invited to submit a resume and cover letter to Catherine Prendergast at catherineprendergastun@gmail.com no later than 15 April 2018.