



PREVENTION COLLABORATIVE

feminist inspired | evidence driven

Terms of Reference PROGRAMME ASSISTANT

The Prevention Collaborative seeks a tech savvy, young feminist with excellent organisational and project management skills and an interest in preventing violence against women to join our team.

The Prevention Collaborative is a global network of practitioners, activists, and researchers working to better equip ourselves and others with the vision, knowledge, and skills necessary to end violence against women and their children. We strengthen the capacity of key actors to deliver effective violence prevention programmes, based on feminist principles and evidence- and practice-based knowledge,

A key element of our strategy is providing customised learning opportunities through our online Learning Lab, a virtual platform that offers self-directed and synchronous group courses facilitated by Prevention Collaborative staff and mentors. We also develop and curate easy-to-use resources for practitioners and women's rights organisations and make them available through our online Knowledge Hub.

The programme assistant will work across our workstreams to maintain our website, coordinate workflow, track outputs, and support the effective functioning of our Communications and Capacity Strengthening Teams. In addition, they will help produce presentations, write web-content, and edit video clips for our virtual courses. This is an exciting opportunity for a detail-oriented, web and design-savvy individual committed to gender equality and interested in violence against women and girls. As you support our work, you will also have opportunities for learning and to gain exposure to the breadth of issues we work on in the VAW prevention field.

Responsibilities

Learning Lab

- Coordinate the Learning Lab design and delivery process including: maintaining the pipeline of courses, the course calendar, recruitment, and attendance lists
- Manage the technical aspects of our online courses, including liaising with IT support, uploading course material onto the Learning Lab; and assisting with recruitment and promotion
- Contribute to course design and development, including the editing of short videos
- Track enrolment and completion statistics

- Prepare certificates for individuals who complete courses
- Liaise with the Communications team for production of assets for courses

Communications

- Maintain and track the production schedule for courses and written products
- Maintain the calendars/schedules and task descriptions for webinars and virtual coffees
- Review and proofread documents including briefs, reports, and proposals
- Assist in report and presentation preparation and formatting
- Contribute to website upkeep in particular uploading new articles/resources into the Knowledge Hub
- Expand the Collaborative's social media presence

Other

- Ensure that final versions of documents and resources are uploaded and organised in Google drive
- Support the Team to update and maintain Trello (project management application)
- Participate in weekly team meetings, learning circles, and other team events
- Other tasks identified by the Collaborative Senior Management

Candidate profile

Competencies

- Excellent organisational, verbal, written, and interpersonal skills.
- Attention to detail; ability to manage timelines; flexibility and responsiveness.
- A demonstrated commitment to feminist analysis and values.
- Ability to manage a diverse workload, and respond flexibly to changing demands.
- Ability to work independently, in a global virtual work environment.
- Strong IT skills; experience in Google environments is an asset. Other software includes: Excel/Google sheets, Trello/project management, Adobe Creative Cloud, PowerPoint/Google slides, Zoom, WordPress, and the LearnDash LMS plugin for WordPress.
- Commitment to mission and values of a progressive social justice organisation.

Education and Experience

- Bachelor's Degree in a related field (e.g. international development, administration, design, distance education, communications)
- 2 years of work experience in a similar role
- Experience working and/or living in different cultural contexts and geographies.
- Experience with learning management systems (experience with LearnDash an asset).

Compensation and Benefits

We recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

This is a home-based position, and candidates can be located in any country.

Compensation will be relative to the level of effort and experience for this position and aligned with our fee ranges.

Flexible hours: Team members join two weekly meetings at 9 am ET but the team is otherwise free to work at the time that gives you energy and makes you effective.

Learning circles: We are curious and invested in constantly learning. We do this together through Monday learning circle. We support people to stay current with the latest research and practice.

Well-being: We bring our whole selves to work and practice self and collective care.

To Apply

Please send a CV and cover letter outlining your experience to r.nyiratunga@prevention-collaborative.org by October 27, 2021. We will review applications as they are received.