



KNOWLEDGE MANAGEMENT ASSISTANT

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 worldwide. We believe that prevention is possible and that knowledge, evidence, and strong feminist movements will help us get there. We are seeking a versatile, early-career professional to join our Evidence and Influence Team and work closely with our Communications and Capacity Strengthening teams. The ideal candidate is highly organised and has experience with both research and practice on violence prevention. The position is part-time and could be a good fit for a graduate-level student interested in deepening their expertise in violence prevention.

The Evidence and Influence team tracks emerging developments in the field of violence prevention, curates and synthesises evidence for our Knowledge Hub (KH), conducts applied evidence reviews to inform practice and quality implementation, develops accessible resources for practitioners, and serves as both an internal and external resource on violence prevention.

A key focus of the Evidence and Influence team is to identify gaps and generate evidence around neglected and underutilised strategies for violence prevention. The Collaborative's advocacy work to reform donor practice that undermines effective prevention is also housed within this domain.

RESPONSIBILITIES

1. Knowledge management

- ▶ Track, review, and assess the relevance of new resources.
- ▶ Manage the Knowledge Hub (KH), including identifying needed updates and fixes.
- ▶ Select resources and assign them to appropriate KH pages and our monthly Digest.
- ▶ Upload resources onto the KH.
- ▶ Maintain our library of references and resources (currently on Zotero), including tracking KH updates.
- ▶ By request, research topics to support the organisation's capacity-strengthening projects; sharing resources with the team.
- ▶ Support the team in project and work plan management.

2. Writing/content development

- ▶ Author KH content, programme summaries, topical briefs, and practitioner tools.
- ▶ Develop slide decks or presentations from existing and new materials.
- ▶ Support the review of copy-edits, flagging changes for the author.

3. Dissemination and outreach

- ▶ Help to plan weekly learning circles, including reaching out to speakers and participants.
- ▶ Support outreach and dissemination around the team's current priority areas, such as underutilised strategies and quality implementation, by:
 - ▶ Identifying and researching contacts and networks.
 - ▶ Setting up and supporting meetings.
 - ▶ Organising convenings.

SKILLS AND EXPERIENCE

- ▶ At least three years of experience working as a knowledge manager, researcher, or practitioner in the field of violence against women and or a closely aligned field (such as SRHR, gender, and development)
- ▶ Bachelor's/undergraduate degree in public health, gender, sociology, or related field
- ▶ Experience with curating and/or systematising knowledge and learning products
- ▶ Familiarity with Zotero and WordPress is a plus; comfort with technology is a must!
- ▶ Excellent written and verbal communication skills in English and the ability to adapt one's style to reach different audiences. Additional languages are a plus.
- ▶ High level of accuracy and attention to detail
- ▶ A self-starter, able to manage a diverse workload in a virtual environment and to respond flexibly to changing demands.
- ▶ Ability to work effectively and collaboratively in a team with diverse cultural and professional backgrounds.
- ▶ A commitment to feminist values and practice.

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 virtual position. The time commitment is part-time—up to 10 days per month, depending on the agreement between the successful candidate and the Collaborative. Candidates from

Africa, Asia, and Latin America are especially encouraged to apply, but they must be able and willing to attend 2-3 weekly meetings from 9:00- 10:00 EST and 3:00- 4:30 p.m. EST.

The selected candidate will be engaged through a consulting contract. The daily rate will be relative to the level of effort and experience required for this position and will be aligned with our approach to compensation. The daily rate range for this position is \$250-\$275 USD.

Flexible hours: This position requires the Knowledge Management Assistant to attend 2-3 weekly standing meetings from 9:00- 10:00 EST and 3:00- 4:30 pm EST. The rest of the Knowledge Management Assistant's time can be managed flexibly, with hours that give them energy and make them effective. Some travel may be required.

Learning circles: We are curious and invested in constantly learning. We do this together through Monday learning circles. We support people in staying 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, a cover letter specifically outlining how your experience relates to the above profile description and a maximum 5-page writing sample to recruitment@prevention-collaborative.org. Applications will be considered on a rolling basis until **September 8, 2024**.

Post: Part-time; could be a good fit for a graduate-level student.

Location: Virtual - Applicants based in the Global South are especially encouraged to apply.

We thank all applicants for their interest in this position. However, due to the anticipated high volume of applications, only shortlisted applicants will be contacted.