

**General Secretariat - Organization of American States  
Summits of the Americas Secretariat**

**Gender Project Coordinator**

**Type of Contract:** Product Based Consultant

**Organizational Unit:** Summits of the Americas Secretariat

**Start Date:** May 2021

**Duration:** 2 months (possibility of renewal depending on performance and availability of funds)

**Remuneration:** \$4,000 – 5,000 USD per month. (Final remuneration will be based on skills, experience and workplace location).

**Duty Station:** Washington, DC. Due to COVID-19 restrictions, the selected candidate will work from her/his home country until further notice.

**Deadline for Applications:** April 5, 2021

The Summits of the Americas are institutionalized gatherings of the Heads of State and Government of the Western Hemisphere where leaders discuss common policy issues, affirm shared values and commit to concerted actions at the national and regional level to address continuing and new challenges faced in the Americas. The Summits of the Americas Secretariat (SAS) is part of the institutional mechanisms of the Summits of the Americas Process and provides support in the areas of planning, implementation, outreach, and follow-up of Summit mandates.

The Summits Secretariat promotes civil society and social actors' participation in the Summits Process by creating diverse mechanisms for participation and engagement with other relevant Summit actors, including governments and multilateral organizations. Recognizing the importance of advancing a gender equality and women's rights approach in the Summits Process, it is also fundamental to assure the participation of women's organizations throughout the Summits Process.

To this end, the Summits Secretariat has formulated a project to foster and improve the participation of women's organizations in the Summits Process, in particular within the preparations of the upcoming Summit. Therefore, the project coordinator will develop and implement a work plan to expand the outreach of the Secretariat to women's organizations, as well as strengthen their capacity and advocacy to effectively participate in the Summits Process.

The Project Coordinator will be initially hired for a 2-month period (part-time) to prepare the project Work Plan and obtain a depth knowledge of the project that she or he will be responsible of coordinating.

**Duties and Responsibilities**

- Guide the implementation of a strategy to enhance the participation of women's organizations in the Summits Process.
- Prepare a Work Plan to foster and improve the participation of women's organizations in the Summits Process, in particular within the preparation of the upcoming Summit of the Americas.
- Identify opportunities to engage and amplify a gender equality perspective among Summit stakeholders.
- Establish and coordinate partnerships between various women's organizations, governments and multilateral organizations.
- Coordinate the incorporation of women's organizations in the Summit Process with the Summit's Civil Society and Social Actors Section.
- Elaborate reports of recommendations based on consultations/dialogues with women's organizations.
- Develop and carry out capacity building workshops for women's organizations and monitor the achievements of these sessions.

- Conduct a mapping of relevant women's organizations to identify those actors and ensure the inclusion of a gender perspective in the Summits Process, while growing the Summits' stakeholder's database, expanding the Secretariat outreach.
- Maintain constant interaction with the Summit Communications specialist to develop communication strategy for the project (website, social media, newsletter, among others).
- Contribute to the design, content and dissemination of project's publications.
- Ensure that project is alignment with the OAS internal processes and regulations.
- Manage the human and financial resources for achieving results in line with the outputs and activities outlined in the project document and work plan.
- Prepare monthly, quarterly and annual progress reports and organize, correspondingly, monthly, quarterly and annual progress reviews.
- Prepare results framework for each output and establish performance and impact assessment indicators and system.

### **Requirements**

- Master's Degree in International Relations/Public Policy/ Political Science or related field. Preferably, a degree in gender and development studies.
- Minimum 5 years working experience in gender issues in the Americas and preferably in multilateral environment.
- Strong background and understanding of critical gender analysis and programmatic skills.
- Competent and knowledgeable on development issues, especially gender equality, diversity and human rights. Experience in mainstreaming a gender and women's rights approach.
- Experience as project coordinator and/or leading large project teams. Ability to lead strategic planning, results-based management and reporting. Ability to mobilize resources.
- Experience in the preparation and execution of consultations/dialogues with non-governmental actors.
- Working experience with governments, donors, non-government entities, and international/multilateral organizations.
- Excellent analytical aptitude, communication, writing and presentation skills in both oral and written in English and Spanish. Desirable working knowledge of Portuguese and French.
- Good interpersonal skills and understanding of the hemispheric culture of the Americas.
- Experience designing and editing publications to disseminate project activities.
- Desirable: Experience or knowledge of the OAS and Summit mandates and priorities as related to the area of work and/or the dynamics of the Inter-American Agenda and system.
- Proficient in Microsoft Office (Outlook, Word, PowerPoint and Excel).

### **Application**

- A cover letter
- An updated resume
- Employment references
- Copy of academic certificates

Documents must be submitted by email to [summit-info@oas.org](mailto:summit-info@oas.org) with the subject "Gender Project Coordinator." Applications will be accepted until **April 5, 2021**. Candidate may be invited to an interview.