



Position: Program Associate - Programs and Innovations - Sexuality and Disability Program

Location: Uganda/Kenya/Rwanda

Reporting: Manager, Programs and Innovations, Sexuality and Disability Program

Founded in 2000, CREA is a feminist human rights organization based in New Delhi, India. CREA works at community, national, regional, and global levels and is one of the few international feminist organizations based in the global South. CREA focuses on building feminist leadership, strengthening movements, expanding sexual and reproductive freedoms, promoting rights-based approaches to reducing gender-based violence, and advancing the human rights of 'structurally excluded' people.

CREA uses the term 'structurally excluded' to draw attention to the ways in which societal architecture prevents certain people from enjoying the full spectrum of rights and from meaningfully and effectively participating in their communities and decision-making spaces.

What does life in CREA Mean

We like to think of ourselves as a fearless, interrogative, colourful, edgy, sexy flock of birds flying freely to explore, to imagine and to build freedoms together.

We are one flock, bound by our mission, values and the way we live them every day.

If you are one who is ready to challenge the system when it is needed, you could be one of us.

If you ask questions, are curious, have a hunger for learning, you will thrive.

If you embrace the colours of the rainbow and believe you wish to build a world where an individual must have the agency and right to make choices about sexuality, reproduction and human rights, then you will find the room to explore here.

Constant learning, sharing of knowledge, is an expectation that team members have from CREA and CREA from team members.

At CREA we are constantly looking at finding those pressure points where efforts will yield maximum impact through a widening ripple effect. We are therefore constantly looking at patterns, intersectionality and the communities at the margins. It demands our people to be connected, innovative, agile and quick to change and constantly learning and sharing.

When you join CREA, that is what you need to be prepared for, a high quality, creative, edgy, dynamic workplace.

Overview and Role

The Associate, Programs and Innovations, Sexuality and Disability Program will be responsible for supporting coordination, logistic support and implementation of CREA's national and regional portfolio of work on sexuality and disability in compliance with the CREA Strategic Plan. CREA's portfolio of work focuses on advancing inclusive and more visible advocacy and leadership by diverse persons with disabilities and to break down the stigmatizing frameworks and harmful systems of beliefs that marginalize women, girls and trans persons with disabilities. Building on the pioneering human rights reforms proposed by the Convention on the Rights of Persons with Disabilities (CRPD), CREA strengthens capacity, creates knowledge resources and supports public education to translate vision into practice. The Program Associate will work in providing support to all our programs in the region with in-country focus in Kenya, Uganda and Rwanda as well as cross-regionally.

The Associate, Programs and Innovations will :

1. Support ensuring programs and grants within this portfolio of work are delivered in line with the program scope, timeline, budget and in accordance with donor regulations.
2. Work proactively with the Disability & Sexuality team, other CREA teams and CREA partners to advance inclusive and more visible advocacy and leadership by diverse persons with disabilities, especially in cross-movement settings.

Guiding principles for this work:

Diversity– being inclusive in work and approaches to ensure that the most marginalized constituencies are engaged; ensuring the conversations, dialogues and priority setting is led by activists and movements.

Accessibility– ensuring that information, communication, spaces and language are accessible to all without creating barriers.

Complicate– Insist on politics of deep inclusion

Responsibilities

Coordination, communication and logistics

- Support coordination of specific programs, especially those being implemented with external partners.
- Conduct day-to-day correspondence for implementing the planned activities with partners, and report progress and challenges to Program Manager and Program Coordinator on a regular basis.
- Support coordination of a fellowship program. Communicate with fellows and partners.
- Assist in planning and facilitation of CREA led events e.g. rethink evenings and campaigns.
- Organize online and offline events, and provide logistics support. Provide communication and follow up with various organizations and internal and external teams for meetings and events. Send out meeting invite letters, follow up on invitees and preparing resource and meeting folders.

- Administrative support to partner engagements such as travel requests, reimbursements forms and other documents related to partners engagements.
- Organise and manage logistics for training workshops, campaigns, meetings and consultations, and provide necessary assistance on the same to partners (online and in person logistics).
- Support in documentation of workshops and meetings.
- Work closely with the the Communications team in highlighting the program on different social media platforms and within relevant communications initiatives

Networking, Advocacy and Convening

- Support CREA's advocacy initiatives with regards to disability, gender and sexuality.
- Support maintaining relationships with partner organisations and fellow activists.
- Participate in and co-facilitate community/partner-based training sessions and meetings.
- Prepare first drafts of training checklists, handouts or other materials as needed.
- Needs assessments at various stages of implementation of programmes
- Implement participatory and accessible decision making processes for CREA and it's partners.
- Support in preparing presentations, concept notes or write-ups for meetings and consultations.
- Provide organizational and logistics support to convene dialogues based on intersectional rights issues bringing together activists from different movements to broaden understandings around disability, gender and sexuality and to forge partnerships and alliances to advance new forms of understanding on inclusion and rights.
- Provide communication and administrative support to the team on various initiatives including: scheduling meetings across time zones and with a diversity of constituents, coordinating accessibility requests and systematizing processes

Organisational Responsibilities

- Support Manager, Programs and Innovations in implementation of annual activity plans and budgets.
- Support grant management related functions including: documentation of grants processes to capture impact and progress, coordination of grants implementation, support in monitoring, evaluation and learning.
- Support in desk research for donor proposal development.

Knowledge, Skills and Attitudes Desired

- Graduate in the area of / disability studies / social science/ human rights/ humanities /gender studies/ international development with relevant issues based experience on advancing the rights of persons with disabilities.
- 1-2 years of experience within disability rights organizing. Preference will be given to

applicants with engagement in feminist or intersectional organizing addressing disability rights.

- Strong understanding of disability rights, including UN CRPD, and the sexual and reproductive rights of persons with disabilities, and a commitment to advancing these rights.
- Broad knowledge of gender and sexual diversity and issues central to the LGBTI movement. Identifies with feminist values.
- Self-directed and able to drive processes independently. Detail oriented and takes initiative with an ability to self-motivate and produce high-quality products.
- Has experience in ensuring accessibility of online and offline processes and is committed to practicing and advancing accessibility of feminist spaces.
- Excellent communication skills, strong time management aptitude,, uses systems and processes and good interpersonal skills for follow up and communication
- Prior experience in participatory organizing, and coordinating will be an advantage.
- Excellent writing and speaking skills in English. Also desirable is fluency in local language/s of the region, including national or international Sign Language.
- Is able to work well with a variety of different personalities to get the work done, good influencing skills
- Committed to ongoing professional learning and knowledge sharing with CREA staff.

Preference will be given to candidates that could start work in September 2021.

Persons with disabilities who identify as women, gender non-conforming, non-binary and/or trans are strongly encouraged to apply.

CREA promotes pluralism and equal opportunity and is committed to diversity in its staff and to the maintenance of an environment free of discriminatory employment practices. CREA's policy is to provide equal employment opportunities to all individuals. No individual shall be discriminated against because of his or her actual or perceived age, caste, class, disability, marital status, religion, or sexual orientation. Compensation will be based on experience and internal equity. A generous benefit package is included.

Interested candidates who meet the required educational and experience requirements should send their CV along with a cover letter, current and expected salary to jobs@creaworld.org by 10th August 2021. Please include in the subject line the name of the position you are applying for. Only shortlisted candidates will be contacted for an interview.

Thank you for your interest in CREA