



Communications Coordinator – Our Voices Our Futures Consortium Job Description

Role Overview

Title: Communications Coordinator – Our Voices Our Futures Consortium

Location: Remote (preference for Global South)

Reporting: Senior Team Lead and OVOF Lead, CREA

About OVOF

Our Voices, Our Futures (OVOF) is a global South-led consortium, comprising CREA, the Association for Progressive Communications (APC), UHAI -The East African Sexual Health and Rights Initiative, and WO=MEN. Consortium partners are complemented by strategic partner IM-Defensoras, a Mesoamerican women human rights defenders (WHRDs) organization.

OVOF amplifies voices and increase the visibility of structurally silenced women in Bangladesh, India, Kenya, Lebanon, Sudan, and Uganda, resulting in structurally silenced women taking their rightful places in civic space and participating across three key spaces: online space, physical public space, and legal and policy space. This initiative is unique among myriad interventions targeting gender equality and women's rights because it specifically aims to achieve the inclusion of structurally silenced women within broader feminist movements, where fragmentation has led to the historical exclusion of structurally silenced women even, at times, from feminist movements themselves. This structural silencing is systemic and by design, as global civic space is being actively narrowed and intentionally degraded by state actors as well as by non-state, anti-gender, and anti-rights forces. OVOF's work will defend and expand this civic space, online and on-ground. It will build the capacities of feminist movements and actors to engage in policy and law-making, and advance gender equality to demand their rights.

Job Summary

This is a new position within OVOF's secretariat and an exciting opportunity to shape the profile of OVOF and increase the visibility of the impact of its work to multiple audiences. We are looking for someone able to work both at strategic and operational levels to develop communication strategies and tools that complement and strengthen the programmatic strategies, such as lobbying and advocacy, and movement-building.

The purpose of the position is to develop and implement OVOF's communications strategy with the OVOF member organizations that clarifies the main target audiences and objectives of strategic communication of OVOF. Communication needs to ensure OVOF's feminist values and principles are reflected through adequate and inclusive language use, linked to the rights of structurally silenced women and gender-non conforming people with whom we work, movement building and a human-rights based approach.

The Communications Officer will be working under the direction of the OVOF Consortium Coordinator and in close collaboration with and OVOF Program Leading Group (PLG).

Key Relationships: Consortium Coordinator, Advocacy Coordinator, PMEL Coordinator), along with communication officer/communication key person in each organisation with the key contact being the Program Lead Group (PLG).

Roles:

- Develop a realistic Operational Communications Plan for OVOF joint activities based agreed joint activity work plan
- Manage the implementation of OVOF's Operational Communications Plan related to the joint activities of the consortium (including social media, ensuring external visibility of the consortium through high impact, cost efficient, culturally aligned, evidence-based communication materials aligned with OVOF style guide.
- Coordinate with communications point persons of OVOF members for content development and specific communications collaterals developed for joint activity events (such as CSW, AWID, OVOF Partners Summit, Feminist Holistic Protection (FHP) School.
- Develop social media dissemination plan for showcasing and visualizing OVOF joint activity outcomes and ensure social media outreach.
- Coordinate with designers as needed for specific communications materials and products.
- Coordinate the editing and design of the OVOF annual reports and workplan reports

Qualifications, Experience and Competencies:

- Strong commitment to structurally silenced communities and the vision, mission and values of OVOF.
- Proven experience and expertise in a relevant field (Media, Development Communication, Journalism).
- Skills in Website management, social media skills, design skills/Video development / editing would be an added advantage.
- Experience working with international, multi-actor, multi-cultural and multi-level programs, especially in strategic communications planning.
- Experience developing and implementing communication strategies, actions and resources for L&A programs and activities, particularly conducted collaboratively on; bridging local, regional and international spaces, including movement-building spaces; as well as policy-making and implementing spaces.
- Experience with targeting a variety of audiences with communication materials.
- Ability to coordinate with a diverse group of actors (OVOF consortium members, local partners, as well as hired consultants and vendors for specific communication tasks).
- Experience of working in OVOF countries and/or regions (desirable);
- Excellent writing and editing skills;
- Excellent organizational and planning skills;
- An ability to work both strategically and operationally;
- Fluent in English as a working language. Any other language of a OVOF country is an asset;
- Preferably based in a Global South.
- If required, ability to travel.

We Offer:

The position is Part-time ((1 year with possibility of extension). Maximum of 8 days in a month paid by invoice based on actual hours. Cost to organization (CTO) range 300-500 USD per day based on experience and qualifications.

Application Process:

Interested candidates are invited to submit their resume, a cover letter highlighting relevant experience and explaining their alignment with the organization's values, and samples of previous grant proposals to mary.sirengo@creaworld.org and mark cc to: sudipta.mukhopadhyay@creaworld.org by **18th January 2024**. Only shortlisted candidates will be contacted for an interview.

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