



Project Coordinator Feminist Opportunity Now

★ **Location:** Sri Lanka

Working Hours: 40 Hours per week (Full-Time)

Duration: 1 Year – Renewable depending upon requirement, funding situation and performance.

Expected Start Date: Immediate

About Crea

Crea is a charitable organization implementing its programs and projects with the objective of enhancing leadership capacities, strengthening movements and organizations, influencing policy and public attitudes, building knowledge and disseminating resources, collaborating with and contributing to other organizations and building leadership within the organization.

Life at Crea

- ✓ 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.
- ✓ If you are one who is ready to challenge the system when it is needed, you could be one of us.
- ✓ If you 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 and sharing of knowledge is an expectation that team members have from Crea, and Crea from team members.

Purpose of the Role

Project Coordinator FON will be a key member of the Feminist Opportunity Now team, who will work closely with the Project Manager, Team lead, and other members of the team to support Crea's FON projects and events.

Responsibilities:

The main responsibilities of the Project Coordinator will include the following tasks:

- Assist in grant application management
 - Maintain regular contact with grant applicants and liaise with them to complete the gaps in the applications.
 - Ensure the timely submission of grant applications.
 - Assist in the due diligence process.
- Assist in grant coordination
 - Monitor grants for full compliance in grant implementation- program and finance.
 - Ensure timely submission of program and financial reports, conduct initial

- check of reports for accuracy and completeness.
- Ensure grant requirements are correctly documented in the grant database.
- Assist in implementing capacity building programs
 - Assist in research to gain a deep understanding to identify capacity building needs based on the data provided by partner organizations.
 - Liaise with stakeholders to plan and organize the programs, including participation organizations, vendors, and facilitators. Coordinate with translators and graphic designers to finalize the outputs.
 - Manage the event budgets and reports in discussion with the Project Manager.
 - Serve as the focal point for communication with regard to capacity building initiatives.
- Other duties may be assigned in discussions with the Project Manager.

Qualifications and Skills:

- A bachelor's degree in social science, human rights, international development, or other relevant fields.
- Have a solid understanding of issues relating to feminist politics, gender-based violence, human rights, disability justice and the sexual and reproductive rights of all people, and a commitment to advancing these rights.
- Proven experience of at least 5 years in women’s rights, human rights, international development and, in particular, in **grants management/partnership coordination**.
- **Based in Sri Lanka and fluency in English and Tamil**, with strong written and spoken communications skills with both internal and external audiences. Ability to communicate in Sinhala, and/or Bangla would be an added advantage.
- Be detail oriented and thorough, with an ability to self-motivate and produce high- quality work.
- Experience or willingness to learn and adapt work to online/virtual platforms keeping accessibility needs in mind
- Be committed to ongoing professional learning and sharing knowledge with FON consortium
- Excellent analytical skills; mature judgment combined with a proactive, energetic approach to problem solving.
- Excellent interpersonal skills.
- Be a team player and comfortable with working with external consultants, contractors, vendors etc.
- Be comfortable and willing to travel for work.
- We particularly welcome applications from persons with experience in working in feminist movements, familiar with intersectional and decolonial approaches, working at intersections of youth and gender, or gender and disability from Global South perspectives.


Note: This job description is a general outline of the key responsibilities and qualifications required for the role of Project Coordinator. It may be subject to modifications and additional responsibilities based on the specific needs of the organization.

Guiding principles for this work:

Diversity: Being inclusive in work and approaches to ensure that the communities Crea works with are engaged, and that 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.

Inclusion: Practising feminist politics of deep inclusion.


 **Remuneration:** We are committed to providing a working environment with constant learning and equal opportunity for all. We co-create an inclusive environment where diversity is valued. The salary range for this position is: USD 1500 - 3000 per month depending on candidate's qualification and experience and the organization's internal pay parity.

 **Leaves/Holidays:**

- ❖ 20 days' annual leave
- ❖ 12 holidays as per the Crea list of holidays
- ❖ 12 days of sick/casual leave
- ❖ One week of winter break at the end of the year

 **Eligibility:** 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 actual or perceived age, caste, class, disability, marital status, religion, or sexual orientation.

Crea is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities in employment, within its programmes, communication and activities. We are committed to being flexible, supportive and accommodating in the way we work. If reasonable accommodations are needed to participate in the application or interview process, please contact: reasonable.accommodation@creaworld.org.

 **Deadline to Apply:** 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. Please include in the subject line the name of the position you are applying for. Only shortlisted candidates will be contacted for an interview.

Please note that this vacancy is open on a **rolling basis**, and the organization will close the hiring process as soon as the best candidate is identified. Applications received after the position is filled will not be considered. We recommend submitting your application as soon as possible to ensure your candidacy is considered.

Thank you for your interest in Crea!