



Program Associate - Meri Panchayat Meri Shakti 3.0

Location: Patna, Bihar

Reporting: Project Lead - Feminist Leadership, Movements & Emerging Leaders Initiative

Working Hours: 40 hours per week (Full-time; Remote & Field based)

Expected Start Date: Immediate

About Crea

CREA is a feminist international human rights organisation based in the global South and led by women from the global South. CREA's work draws upon the inherent value of a rights-based approach to sexuality and gender equality. CREA promotes, protects and advances human rights and the sexual rights of all people by building leadership capacities of activists and allies; strengthening organisations and social movements; creating and increasing access to new information, knowledge, and resources; and enabling supportive social and policy environments. For over 20 years CREA has been a leading voice, helping shape narratives, grow leadership and relentlessly pursue the inclusion of the structurally excluded.

Together with partners from a diverse range of human rights movements and networks, CREA's work focuses on building feminist leadership, strengthening movements, expanding sexual and reproductive freedoms, promoting rights-based approaches to reducing gender-based violence (GBV) and advancing the human rights of structurally excluded people.

For more information about CREA, please visit <https://creaworld.org/>

Position Summary

The Program Associate - Meri Panchayat Meri Shakti (MPMS) 3.0 shall work on feminist leadership and movement building on intersections of Gender, Climate Change and SGBV for UP Bihar and Jharkhand. The MPMS program aims to enhance the capacity and knowledge of Elected Women Representatives (EWRs), young girls, and women's collectives regarding gender-based discrimination and violence, particularly in the context of climate change, in the targeted geography of UP Bihar and Jharkhand.

The Associate will be responsible for supporting field coordination, documentation, and logistics for training and capacity-building programs in assigned locations. This includes conducting daily check-ins with field coordinators and facilitators to monitor on-ground implementation. Additionally, the Associate will engage with various government officials and departments as outlined in the program, particularly focusing on Panchayat Raj and Central Training Institutes in Uttar Pradesh and Bihar.

The Program Associate will work closely with the Program Coordinator, Field Coordinators, and Field Facilitators, who directly engage with young girls, EWRs, women's collectives, and other community stakeholders. The Associate will receive overall support and supervision from the Team Lead and Project Lead.

Key Responsibilities

Coordination with Partners

- Ensure timely Coordination with local CBOs, field coordinators and facilitators

- *Follow up on and assist local partners and community mobilizers prepare activity plans.*
- *Conduct day-to-day correspondence during the implementation of planned activities with local partners, and report progress and challenges to the Program Coordinator on a regular basis.*
- *Plan and conduct regular field visits to mentor and handhold partners on different programmatic activities.*
- *Attend public events of partners.*
- *Support community-/partner-based training sessions and meetings.*
- *Participate and help in planning CREA trainings as required and as per annual work plans.*
- *Engage with structurally excluded groups CREA works with, including Elected Women Representatives (EWRs) and adolescent girls with disability etc*

Advocacy and Networking

- *Support CREA's advocacy initiatives on climate and gender in UP, Bihar, and Jharkhand.*
- *Work with different stakeholders and networks as per the program objectives and CREA's vision/mission*

Reporting and Documentation

- *Support in collecting, consolidating and reviewing data/information from partner organizations.*
- *Support in collecting stories of change and other data from the field.*

Support in Logistics & Community mobilisation

- *Fill out partner travel reimbursement forms and other documents for meetings and workshops.*
- *Organize and manage logistics in coordination with the logistics team and local partners for training workshops, campaigns, meetings and consultations, and provide necessary assistance on the same (online and in-person logistics*
- *Send out meeting invite letters, follow up on invitees and prepare resource and meeting folders*
- *Represent CREA in various fora, as and when required.*
- *Prepare drafts of training checklists, handouts or other materials as requested by the supervisor*

Qualification, Experience and Competencies

- *Minimum 2-4 years of work experience in the facilitation of training, workshops or working with community-based organisations, especially with young girls and Women Panchayat representatives*
- *Prior experience in facilitating training and workshops for climate and gender (desirable)*
- *Postgraduate in social science or a relevant field*
- *Willingness to learn and influence prevalent practices in the feminist ecosystem*
- *Excellent interpersonal, written and verbal communication skills in English and Hindi*
- *Good IT skills*
- *Willingness to travel*
- *Ability to train, build capacity and manage relationships with youths / young girls*
- *Ability to work independently as well as collaboratively with other teams*
- *Good organizational skills.*
- *Excellent interpersonal and team player skills.*

Note: This job description is a general outline of the key responsibilities and qualifications required for the role and may include additional responsibilities to realign with the specific needs of the organisation.

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 are led by activists and movements

Accessibility: Ensuring that information, communication, spaces and language are accessible to all

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 **INR 35,000–50,000** per month depending on the candidate's qualifications and experience and the organisation's internal equity.

Benefits

Leave/Holidays:

- 20 days of annual leave
- 12 holidays as per the CREA list of holidays
- 12 days of sick/casual leave per year
- 01 week of winter break at the end of the year

Insurance

- Medical insurance of INR 3 lacs/person for employee, spouse/partner and children or any designated individual in the case of single persons, against any kind of hospitalisation
- Personal accident insurance of INR 3 lacs for employee

Diversity and Inclusion at CREA

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 will 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 programs, communications 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 write to reasonable.accommodation@creaworld.org.

Application Process:

Interested candidates who meet the required educational and experience requirements should send their CV, a mandatory cover letter (saved in their name) and current and expected salary to jobs@creaworld.org by **07th February 2025**.

Please include "**Program Associate - Meri Panchayat Meri Shakti (India)– [Your Name]**" in the subject line of the email. Only shortlisted candidates will be contacted for further process.

CREA is an equal opportunity employer and encourages applications from women, gender-diverse persons, and individuals from marginalized communities.

Thank you for your interest in CREA!