



Job announcement



Movement Associate

Reporting to: Movement Executive Coordinator

Location: Flexible Global location – Open to any country

Salary: Annual salary range for the position in Washington, D.C. is \$52,100-\$65,100 USD, which will be adjusted based on the cost of labor for the city/country in which the candidate resides. Salary will be determined based on experience and qualifications.

Work Permits: The candidate must have the ability to legally work in the country where they reside, either as a consultant or as an employee for the movement.

Background

Childhood sexual violence (CSV) is one of the largest silent pandemics of our time. It is a problem that festers in homes, online, and in communities in every country on Earth. To end this silent pandemic, a new global networked movement of survivors and allies is being created to drive advocacy and campaigns as a powerful voice for transformative change.

Working with the direction of global survivors and allied partners, this newly forming Brave Movement will demand an end to the pandemic of sexual violence through advocacy for bold public policy solutions and campaigns to shift societal norms, eradicate survivor stigma and break the conspiracy of silence that enables sexual violence to continue. Our movement is mobilizing survivors and allies that are globally connected, nationally coordinated, and locally grounded.

Role Context / Position Overview

The Movement Associate is a key part of the Movement Action Team (MAT), a team of movement staff and consultants (a.k.a. Secretariat) that drive the day-to-day work of the global movement. The Movement Associate will operationalize the movement's inception, development and expansion. They will also provide administrative and logistical support to the global movement, the MAT, and the



movement's two key stakeholder groups: the Global Steering Group (GSG) and the Survivors Advocacy Group (SAG).

The Brave Movement has received a funding commitment for its initial 4 years, which is a rare and unique opportunity for a start-up. A \$10.3 Million grant has been secured from the Oak Foundation that will flow through Together for Girls from 2021-2025. As part of this effort, the Movement Associate will support the day-to-day work of the Movement Executive Coordinator and offer additional admin support to fellow senior leaders as needed. The right person for this position will be flexible, solution-oriented, tech-savvy, fun, and intuitive.

The Movement Associate reports directly to the Movement Executive Coordinator (MEC) and has a dotted reporting line to the Senior Operations and Finance Officer. The Brave Movement is global in nature and is open to the associate to be based in any location.

The Movement Associate with supervision of the Movement Executive Coordinator will provide essential support to the Movement on operations and budget management. As the global movement is in its inception, the Movement Associate will also work closely with the Senior Operations and Finance Officer in the establishment of new systems to efficiently implement movement activities.

Responsibilities and Duties:

Logistical and Administrative Support

- Scheduling of internal and external meetings
- Taking and distributing meeting notes and action items
- Other administrative support duties as assigned

Movement Executive Coordinator Support

- Coordinate the scheduling and flexibility of the Movement Executive Coordinator's calendar
- Work closely with MEC and other Leaders to prioritize joint meetings, travel, access to vital business information and plans
- Draft presentations, talking points, calls to action, action alerts, press releases
- Manage MEC engagement on project management tools, i.e. Monday.com
- Handle extremely confidential, sensitive information with integrity

Project management:

- Support the team in developing and implementing project management systems for the movement, including keeping project management tool up to date (Monday.com)
- Support grant reporting including program indicators, budget and overall reporting
- Support sub-agreements including drafting agreements; monitoring sub-grantee reporting, payments etc.

Finance (with oversight from the Movement Executive Coordinator and Senior Operations and Finance Officer):

- Monitor and track movement spending



- Draft financial reports
- Develop and monitor spending on consultant contracts
- Ensure timely payment of all invoices

People/Human Resources:

- Support effective hiring and onboarding of new movement action team members

System and policy development/implementation:

- In close coordination with the Senior Operations and Finance Officer, assessing new systems, including technology needs, across the range of movement management on an as needed basis.

Candidate Profile

Note to applicants: We encourage you to apply even if you do not feel that you meet 100% of the listed qualifications. Not one ever meets 100% of qualifications, so if this job excites you and aligns with your values and aspirations, we strongly encourage you to apply.

Desired Knowledge, Skills and Abilities

- Undergraduate/Bachelor's Degree and Master's degree encouraged
- At least 1-2 years of professional experience, preferably in non-profit project management, non-profit administration, operations, and/or financial management.
- Be a self-starter with strong project management skills and the ability to work in a complex, fast-paced environment
- Desire to immerse themselves in learning all aspects of the Global Movement's operations
- Ability to multi-task and prioritize deadlines/deliverables
- Excellent organization skills with sharp attention to detail
- Demonstrate strong verbal and written communication skills
- Complete reliability handling confidential, often highly sensitive information
- Technology savvy with Google Workspace, Dropbox, and project management tools, and experience working with Monday.com or Asana a plus
- Possess superior interpersonal skills and willingness to work in a highly collaborative team environment
- Enjoys laughter
- Knowledge of international development, violence or gender issues is a plus. Experience working in a partnership, multi-stakeholder environment is also a plus.

Languages:

- Must be fluent in both verbal and written English
- Language proficiency in Spanish, French and/or Swahili is a plus.



Culture and Values

The Brave Movement and Together for Girls are an equal opportunity employer. Together for Girls, Inc. is committed to maintaining an inclusive and diverse working environment free from discrimination and harassment. Our policy is to ensure equal employment opportunity without discrimination on the basis of race, color, national origin including ancestry, ethnicity, gender, sex including pregnancy, gender identity, gender expression, transgender status, actual or perceived sexual orientation, age, religion, marital status, familial status, military or veteran status, or disability. Qualified applicants from all backgrounds are encouraged to apply. Together for Girls, Inc. is a registered 501(c)(3) non-profit organization.

People of color, women, LGBTQ+ people and people with disabilities are strongly encouraged to apply. Given the nature of this movement, we encourage survivor leaders and/or advocates to apply.

The movement team seeks to create a courageous, inclusive, and flexible culture that empowers staff to have the capacity and ability to deliver change. Striving to build and maintain psychological safety, trust, and accountability among team members in order to foster honesty and openness about our needs and challenges while also prioritizing self-care.

We are looking to build an ambitious team that punches way above our weight and are proud of our work environment that is based on the values of respect, courage, empathy, agility, and collaboration. This will be coupled with a strong commitment to diversity, equity and inclusion that underpins our work

Location:

- This position is a remote, 40-hour per week position. Applicants both inside and outside of the United States are encouraged to apply.
- Together for Girls and the Brave Movement offer a flexible work environment. **All team members are expected to be available during core working hours of 10:00 AM - 2:00 PM Eastern Time.**
- Position may require a minimal amount of travel when it is safe to do so.

Work Permits:

The candidate must have the ability to legally work in the country where they reside, either as a consultant or as an employee for the movement. Candidates located in the U.S. must be eligible to work in the United States without visa sponsorship.

Compensation and Benefits:

The annual salary range for the position in Washington, D.C. is \$52,100-\$65,100 USD, which will be adjusted based on the cost of labor for the city/country in which the candidate resides.



Final salary within this adjusted range will be determined by the candidate's years of experience and any academic qualifications or certifications.

Any benefits offered depend on the options available and laws in the country where the team member resides. Current benefits for full-time U.S.-based employees include:

- 11 paid holidays
- 20 paid vacation and 5 paid sick days
- 1 paid community service day
- 3% employer match on employee contributions to Simple IRA retirement plan, 100% vested
- 100% of the cost of a Carefirst BlueChoice Advantage Gold 500 plan for the full-time employee only (for 2021 plan year)
- Dental and vision insurance
- Long-term and short-term disability insurance
- Life insurance and accidental death and dismemberment - \$50,000 coverage

How to Apply

To apply for the post, please send a letter of application stating the skills and approach you would bring to the role, along with your CV/resume in English, to Karem Armstrong at Karem@darylupsall.com.

Please ensure that documents are sent with the titles "**your name cover letter**" and "**your name CV**" and state "**Brave Movement - Associate**" in the email subject line.

A full applicants pack is available at the above email address

The deadline for application is Sunday February 13th, 2022

Daryl Upsall International actively promotes equality, diversity, and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.