



VACANCY

FINANCE AND OPERATIONS COORDINATOR

PART TIME (25 HOURS PER WEEK)

We are looking for someone with experience in providing finance and operations support to feminist/social justice organizations in the Global South, with a passion for working with and supporting young feminists.

JOB DESCRIPTION

RESURJ is a transnational membership-based feminist alliance formed in 2010 by younger feminist activists under the age of 40 from Africa, Asia, Pacific, South West Asia and North Africa, and Latin America, grounded in national and regional social justice movements, who seek to realize sexual and reproductive justice (SRJ) for all.

We envision a world where sexual and reproductive justice is a reality for women, adolescents, and young people, in all our diversity, and we can enjoy pleasure, bodily autonomy, integrity and freedoms. Our mission is to work as a transnational alliance of younger global South feminists grounded in diverse social justice movements to lead, create, and hold space for the realization of sexual and reproductive justice. We do this by sharing power, building feminist accountability praxis, generating alternatives to systems of oppression, nurturing communities, centering intersectionality, and caring for lands, oceans, and diverse ecosystems that we are part of.

RESURJ is made up of 13 diverse and multidisciplinary younger feminists, who can mobilize constituencies and decision-makers in our own countries, regionally and globally, to influence policy change while strengthening platforms for the voices of diverse younger feminists. We are engaged in different movements, constituencies and are deeply committed to sexual and reproductive justice and to moving RESURJ's Action Agenda forward. Our justice approach encompasses an understanding of, and a commitment to, addressing the inter-linkages between our bodies, our health, and our human rights in the context of the ecological, economic, health and social crises of our times that perpetuate various forms of inequalities, discrimination, and violence



RESURJ Secretariat supports and facilitates the work of RESURJ with members and liaison with advisors in a timely and effective manner. It is composed of an Executive Coordinator (EC), a Programs and Advocacy Coordinator, a Finance and Operations Coordinator, a Communications Coordinator, and an Organizational Support Consultant. Members of RESURJ actively contribute to RESURJ's governance and decision making and support the overall work of RESURJ through various teams. RESURJ has a fiscal sponsor based in the US that provides us with finance, human resources and other administrative services.

Overview of Position:

The Finance and Operations Coordinator is responsible for overall finance and operations support to RESURJ. They will work closely with the Executive Coordinator of RESURJ, other team members of the RESURJ Secretariat, RESURJ members, and RESURJ's fiscal sponsor to ensure the effective implementation of RESURJ initiatives as well as supporting the Executive Coordinator with fundraising, budgeting, and fiscal management responsibilities.

As per RESURJ's Guidelines, the Finance and Operations Coordinator is supervised by the Executive Coordinator.

Overall responsibility

- Support the Executive Coordinator to operationalize an annual work plan and budget, including budgets and logistics, and assist in liaising with the fiscal sponsor and reporting to donors;
- Contribute to implementing RESURJ's strategic vision.

The Finance and Operations Coordinator's primary job responsibilities include, but are not limited to the following.

- Coordinate the timely and effective operationalization of RESURJ's annual work plan and progress towards RESURJ's strategic outcomes;
- In coordination with the Executive Coordinator, review, manage, improve and revise organizational processes and ensure that feminist policies and guidelines are in place for the alliance including by drafting and revising guidance as needed;
- Support the Executive Coordinator with fundraising, budgeting and fiscal management responsibilities including liaising with RESURJ's fiscal sponsors to ensure accuracy and timeliness of accounting and financial reports;



- In coordination with the Executive Coordinator and the Programs and Advocacy Coordinator, manage financial and logistical support to RESURJ members and allies for RESURJ events and engagements as well as any other travel for internal and external purposes;
- Work with the Executive Coordinator and RESURJ's fiscal sponsors to coordinate and implement recruitment and separation processes, issuance of contracts, reviews of salary scales and benefits, and guide the collective on any regulatory and compliance matters related to the team and to grants;
- Support the Alliance with coordination of monthly conference calls with RESURJ members including by providing updates on ongoing activities;
- Work with the Secretariat to plan yearly retreat with members and advisors;
- Work with any third party Consultants who take on various pieces of work in RESURJ, including but not limited to Operations; and
- Contribute to RESURJ's monitoring, learning and reporting processes.

Qualifications/Experience

ESSENTIAL

- Commitment to, and understanding of, social justice and feminisms;
- At least 4 years of demonstrated experience in handling operations for feminist or social justice organizations and networks, in particular those from the global south and working transnationally, cross-regionally and global;
- Experience in revising or developing new policies and procedures to meet changing organizational needs;
- Strong analytical, communication, critical thinking and problem-solving skills;
- Experience in organizing logistics across countries and regions;
- Ability to organize and drive projects to a timely completion;
- Experience with and solid understanding of collective work and consensus-building decision making;
- Ability to work collaboratively, to multitask, and to organize and prioritize competing activities;
- Ability to listen and communicate clearly and effectively with people from diverse cultures and backgrounds;
- Ability to work effectively in a remote-based team across different timezones;
- Excellent written and verbal communication skills in English;
- Experience in project management, including budgeting skills;
- Strong computer software and internet skills (MS Office, particularly Excel as well as Google Suite are required; Slack and SurveyMonkey would be an asset);



DESIRABLE

- Ability to grasp broader needs and vision of an organization;
- Capacity to critically engage in detail-oriented practices;
- Self-motivated, strong work ethic and attention to detail;
- Strong analytical, communication, critical thinking and problem-solving skills;
- Fluency or high proficiency in a second language is an asset;
- Excellent interpersonal, communications and organizational skills, proven leadership;
- Ability and history of displaying good judgment;
- Flexibility and ability to adapt to changing priorities, to steer in new/different directions;
- Ability to travel internationally at least once a year.

Location: Global South based

Hours: Part-time (25 hours per week); working hours based on location and with some flexibility with other team members

Compensation: The broad salary range for this position is USD \$18,500 – \$23,500 based on available budget and the cost of living in the person's location. A one time home-office stipend will be provided.

Travel: This position would require international travel at least once per year.

To apply, please send a cover letter along with your CV (with at least 2 referees) expressing your interest, describing why you think this position would be a good fit for you, and highlighting any support/capacity strengthening you may need to jobs@resurj.org by 9 January 2023.

RESURJ encourages, promotes and supports diversity and inclusivity in all aspects of its work. Young feminists from the global south in all their diversity are strongly encouraged to apply.

RESURJ's fiscal sponsor The Praxis Project is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, and gender expression, religious creed, disability (mental and physical) including HIV, AIDS, and AIDS-related conditions, medical condition (including cancer and genetic characteristics), genetic information, age,



marital status, sexual orientation, military and veteran status, or any other characteristic protected by federal, state or local law. The Praxis Project will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on Praxis operations. Please advise of any accommodation needed at the time of application.