



## Job Description / Statement of Work

**Position:** Coordinator

Start date: as soon as possible (contract until March 2021)

Ottawa-based / home work

Approximately 3 days/week (some flexibility required)

Rate of pay: \$316/day consultancy

**Background**

The Women, Peace and Security Network-Canada (WPSN-C) is a volunteer network with the primary purpose of monitoring the Government of Canada's implementation of the Women, Peace and Security (WPS) agenda. Information is available at the Network's website: <https://wpsn-canada.org/>

The Steering Committee is responsible for overseeing the day-to-day coordination of the Network. Committees and working groups coordinate specific initiatives of the WPSN-C. The Nobel Women's Initiative functions as the Network's fiscal sponsor.

The Network is currently negotiating with Global Affairs Canada regarding financial support for two work streams/initiatives:

- **The WPS Focal Points meetings:** This year Canada and Uruguay are chairing the WPS Focal Points Network, a network of states, UN and regional organizations that share lessons learned and best practices. Given the COVID-19 pandemic, planned initiatives have had to move online. These include an opening session, which took place on May 13 on COVID-19, as well as a planned online panel in June, 2 working groups through the summer and a wrap up event in September. In addition to taking part in these events, the WPSN-C will coordinate 3 online civil society consultations to develop recommendations to present to the official meetings. A working group of Network members has been established to provide direction on this initiative.
- **The WPS Action Plan Advisory Group:** Canada's [National Action Plan on WPS](#) or CNAP established the WPS Action Plan Advisory Group, whose aim is to monitor progress and discuss emerging issues.. The Advisory Group is co-chaired by the WPSN-C and PSOPs/GAC (Peace and Stabilization Operations Program). Together with PSOPs, the WPSN-C will organize 2 Advisory Group meetings and 2 special meetings between June 2020 and March 2021. The Network will also produce an analysis of the CNAP annual progress report.

In addition, members of the Network come together around specific initiatives. In the past these have included special events, joint analyses, and advocacy initiatives. The Network hosts a website (which includes a blog) and social media accounts.

**Tasks**

The WPSN-Canada is looking for a dynamic individual to provide coordination and administrative support to the Network, reporting to the Steering Committee.

Tasks will include, but are not limited to:

- Supporting the organization of the online civil society consultations as part of the WPS Focal Points initiative (including conceptualizing the event, outreach to participants, setting up online platforms, keeping records and files, etc.).
- Supporting the WPSN-C's participation in the WPS Action Plan Advisory Group (assisting with agendas, coordination of participants, preparation of background documents, etc.).
- Supporting the Steering Committee and providing logistical support (setting up meetings, facilitating communications, documenting meetings, etc.).
- Working with Nobel Women's Initiative as the Network's fiscal sponsor.
- Leading on the design and implementation of social media campaigns.
- Preparing reports (financial and narrative) as required by PSOPs/GAC.

A specific work plan will be developed with the successful candidate.

**Skills and Experience**

- Knowledge of the WPS agenda and the role of women as peacebuilders;
- Event planning and logistical coordination (proven ability);
- Ability to work independently and remotely;
- Ability to be flexible and adaptable;
- Experience working with coalitions, advocacy groups, or feminist organizations (including reporting to volunteers);
- Excellent English written and verbal communication skills;
- Experience developing and implementing social media campaigns;
- French/English (written, oral) is desirable

This position is currently home-based. Strong preference will be given to an Ottawa-based candidate in order to facilitate face-to-face work when public health restrictions allow.

The contract will be with Nobel Women's Initiative as the Network's fiscal sponsor.

**Please send a cover letter outlining your motivation for applying along with your resume by 5PM (EDT) June 28th, 2020 to: [wpsncjobs@gmail.com](mailto:wpsncjobs@gmail.com)**

Only candidates selected for interviews will be contacted. Thank you for your interest in the Women, Peace and Security Network-Canada.