



New York Advocacy Associate

Information Pack

2011

The closing date for receipt of all applications is January 13, 2012. Only shortlisted candidates will be contacted.

Interviews are provisionally scheduled to take place in New York on January 20-27, 2012.

To apply send a resume and cover letter to newyork1@crisisaction.org

Introduction

You may not have heard of us, as we work behind the scenes, but Crisis Action is at the forefront of global advocacy. We are looking for a strategic and dynamic person to be our New York Advocacy Associate.

Our job is to tackle the causes and consequences of armed conflict head on. We work behind the scenes to create and support strategic coalitions to avert unnecessary conflicts and ensure the protection of civilians where conflict exists. Syria or DRC, Afghanistan or Sudan, you'll be on the front line of global advocacy.

In collaboration with Crisis Action partners such as Oxfam, Save the Children, International Crisis Group, Amnesty and Human Rights Watch, you will be supporting high-profile international campaigns and delivering effective high-level advocacy.

You will work with our offices in Berlin, Brussels, Cairo, Nairobi, London and Paris to change the political equation when it comes to addressing conflict.

If you relish bureaucracy or are looking to put your feet up, this job is not for you. If you are hungry for a challenge, have limitless energy and think you can help us and our partners convince some of the world's most powerful people, then please apply.

About Crisis Action

Crisis Action is a pioneering organization, launched in London in 2004 to enable civil society to respond more effectively to international conflict. Our aim is to help prevent suffering caused by armed conflict, to change the calculations of decision makers and to ensure the protection of civilians.

To achieve this aim Crisis Action works behind the scenes to catalyze, co-ordinate and support strategic coalition campaigns by our civil society partners. Our work enables more effective joint advocacy and campaigning on conflict by our partners, which include Amnesty International, Human Rights Watch, International Crisis Group, Oxfam, International Rescue Committee, CARE International and many others.

We aim to complement our partners' existing work on conflict prevention, resolution and early warning by increasing their collective influence on foreign policy, especially as it affects specific country/regional conflicts. Crisis Action draws together existing strengths and capacities into effective joint action that has impact.

Five years ago Crisis Action was little more than an idea on paper. We are now a fully operational organization with offices in Cairo, Nairobi, New York, London, Paris, Berlin and Brussels, over fifty partner organizations and a growing track record of successful, conflict-related campaigns.

Our latest annual report (available from www.crisisaction.org in PDF) summarizes Crisis Action's achievements during 2010-11. Earlier reports are also available on our website.

What others say about Crisis Action

“By helping NGOs work more effectively together, Crisis Action helps to ensure a strong and coordinated voice on critical human rights and humanitarian issues around armed conflict. The more unified, strategic vision pays dividends, again and again.” *Kenneth Roth, Executive Director, Human Rights Watch*

“NGOs increasingly seek to influence the UN Security Council. Many Council members encourage NGOs to provide input based on their experience in the field. Still, nothing reinforces our persuasiveness more than coordinated messaging. Crisis Action has therefore become a vital agent for promoting NGO collective action.” *George Rupp, President & CEO, International Rescue Committee*

“Crisis Action's focused and strategic approach and keen eye for opportunities have been of great benefit to Oxfam International's work on armed conflict. Crisis Action enables us to work together with a wide range of organizations from New York to Cairo and, in doing so, have far greater impact on the decision-makers we seek to influence.” *Jeremy Hobbs, Executive Director, Oxfam International*

“Crisis Action played a discrete but vital role in coordinating a public statement by leading international jurists on Gaza: ensuring it got widespread media attention and had impact on the important decision-makers. On issues of such sensitivity, it is invaluable for Crisis Action to bring together experts to speak with one voice.” *Justice Richard Goldstone, Head of UN Gaza Inquiry*

“Crisis Action has developed an impressive record of politically astute and effective work on areas of great sensitivity. Their promotion of influential NGO coalitions and their impact on prominent international leaders are instrumental in building collective efforts to protect

civilians from violent conflict.” *Sir Jeremy Greenstock, Director, Ditchley Foundation, former UK Ambassador to the UN*

“Crisis Action plays an important and catalytic role in informing, mobilizing and supporting organizations – including The Elders – to act decisively and strategically in response to emergency situations in many parts of the world. I am a strong supporter of Crisis Action’s impressive work.” *Mabel van Oranje, CEO, The Elders*

Job description

1. Key details

Salary:	\$40,000
Benefits:	25 days of vacation; health insurance paid in full.
Starting date:	March 5, 2011
Responsible to:	New York Director
Location:	New York (<u>applicant will be expected to have relevant permissions to work in the US</u>)
Deadline for application:	January 13, 2012.
Interviews:	January 20-27, 2012.

1. Principal Roles

The Advocacy Associate will work with the New York Director and the Head of Advocacy in our small New York office. The work involves a range of duties including:

- 1. Support of coalition campaign activities** – The main area of your work will be working with the New York Director and the Head of Advocacy and our partner organizations to support campaigns that mobilize the resources and influence of civil society to the greatest possible effect. This process will involve supporting diverse advocacy activities. These could include supporting: meetings with key UN officials; media work, including drafting media materials; campaign stunts; and preparation of reports. As such, you will liaise with leading international NGOs, the media, UN officials and diplomats. Working with colleagues in our other offices, you will support our international campaigns and will be asked to assist with devising and implementing our core work.
- 2. UN Political Analysis** - Focusing on actual or potential conflicts of most concern to our partners, you will ensure that Crisis Action supplements their understanding by supporting our analysis of the policy positions of key government missions, members of the UN Security Council and UN Secretariat officials. You will monitor UN briefings, Security Council meetings and the UN press corps. You will help feed this intelligence into our global campaign groups, strategies and analysis.
- 3. Administrative Support to New York Office** – Within the New York office, you will play a key role in making sure the office runs smoothly and will provide administrative support such as setting up conference calls, maintaining contact list and databases,

ordering stationery, assisting with financial record keeping, ensuring the upkeep of insurance and other office policies. You will also provide IT support such as setting up new email accounts on Outlook, installing software on new computers, etc. You will assist in intern recruitment processes and other HR matters where required and provide guidance to interns as needed.

Current conflict priorities for Crisis Action in New York include Sudan and the Democratic Republic of Congo (DRC) (and emergencies as they arise, such as Syria at the moment). You will have the opportunity to learn about global conflicts and interact with high-level policy makers.

2. Personal Skills

The following are essential:

- A degree in politics, international relations or a similar field and/or related experience.
- Excellent writing skills, including ability to draft advocacy and media materials to a high standard.
- Knowledge and understanding of international human rights issues and armed conflict situations.
- Experience and understanding of advocacy and media work.
- Knowledge of the UN Security Council and how to influence UN policies and processes.
- Excellent political judgment and instincts, especially with regard to international relations.
- First-class interpersonal and communication skills, including the ability to interact professionally with high-level policymakers and the media.
- High levels of organization, efficiency and professionalism.
- Initiative to spot what needs to be done, as well as to respond to specific direction.
- Excellent administrative and computer/technology skills and Microsoft Office proficiency.
- High levels of energy, enthusiasm and ambition.
- Ability to cope with multiple internal and external demands.
- Fluent written and spoken English.
- Ability to prioritize with minimal supervision and to work independently.
- Ability to work as a collegiate member of a small team, and to assist in building the capacity of office interns.

The following are desirable:

- Understanding of the challenges involved in organizing NGO coalition campaigns.
- Additional languages, such as Arabic, Russian, Chinese, French.
- Experience in using social media in campaigning.

Equal opportunities: Crisis Action values diversity and is committed to equal opportunities. All applicants for employment will receive equal treatment without discrimination on grounds of gender, race, ethnic or national origins, personal disability or sexual orientation.

Disabilities: We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities.