

# **International Coordinator**

**Position:** International Coordinator

**Location:** TBD

**Reports to:** Board of Trustees

Salary dependent on location.

## **ABOUT YOUTH RISE**

Youth RISE (Resource. Information. Support. Education) is an international, youth-led organisation of young people committed to confronting the reality that young people today live in a world where drugs are more accessible on the street than the education and resources needed to reduce their harm. Current drug policies focused on prevention ignore the reality that some young people around the world use drugs for a variety of reasons, and they are getting sick, being incarcerated, and too often being shunned from society. This is unacceptable. Youth RISE aims to raise-up the voices of young people affected by drug policy, those who use drugs and those who seek to empower them.

Youth RISE is a youth led network promoting evidence based drug policies and harm reduction strategies with the involvement of young people who use drugs and are affected by drug policies. We envision a world where society responds to drug use among young people through humane and evidence based policy and practice.

Youth RISE is structured as a network with a global membership of young people who use drugs and young people who advocate for harm reduction and drug policy reform. The membership is crucial to the operation of the network and informs its strategic direction and activities.

## **ABOUT THE POSITION**

Youth RISE is recruiting an International Coordinator who is responsible for managing and driving the network. We are looking for a young person who is passionate about drug policy, harm reduction and the rights of young people who use drugs. A young person who is willing to take responsibility and initiative and has strong strategic and organizational skills. An ability to connect, lead, motivate and make things happen is a must.

The position is challenging but immensely rewarding and provides the individual with many opportunities for career and professional development.

## **KEY RESPONSIBILITIES**

### **Organization management and oversight**

- Develop Youth RISE's strategic direction and coordinate Youth RISE's annual strategic planning process
- Collaborate with the Board of Directors on personnel management, financial management, network leadership and provide direction to Youth RISE's projects and activities
- Develop and ensure completion of work-plans for the organization
- Coordinate the recruitment of the International Working Group
- Recruit consultants upon the needs of the network
- Responsible for overseeing the development and execution of projects deliverables • To coordinate and provide oversight for the organizations resource development.
- Manage Youth RISE online presence
- Provide secretariat support to the Board of Directors
- Prepare and maintain staff and consultant contracts

### **Fundraising:**

- Responsibility for the planning, implementation, management and oversight of all aspects related to funding for the organization, including grant-writing, reporting, managing grants and budgets.
- Continue to sustain partnership with donors currently supporting Youth RISE and ensure clear communication between Youth RISE, partner organizations, funders and general membership. • Development and maintenance of relationships with partner organizations, government and UN officials.

### **Finance:**

- Responsibility for the day-to-day financial management of Youth RISE, reporting to the Board on strategic financial management and planning issues.
- To ensure that Youth RISE's financial records are up to date and accurate
- To ensure the smooth operation of Youth RISE's bank account, payroll processes and related activities
- To ensure invoices are paid in a timely manner
- Prepare financial and narrative reports for international donors and funders when required
- Coordinate the production of the organisation's annual management accounts in liaison with the accountant

## **Communications and partnership building**

- Engage in advocacy and public speaking at events such as the HRI conferences, regional harm reduction and drug policy conferences, CND and HLM on Drugs, HIV/AIDS and International AIDS Conferences.
- Develop, coordinate and monitor projects, partnerships and campaigns with a range of collaborative partners.
- To ensure content on Youth RISE's website is updated on a regular basis
- Manage list serve
- Lead, support and contribute to the process of researching, drafting and publishing Youth RISE reports and briefing papers
- Lead and support Youth RISE's advocacy campaigns
- Operate Youth RISE's social media platforms and ensure they are regularly updated

## **SELECTION CRITERIA**

### **Essential**

- Relevant qualification in public health or related discipline
- Experience working with young people who use drugs and well developed knowledge and understanding of current youth drug policy issues nationally and internationally.
- Experience in advocacy and knowledge of effective advocacy strategies.
- Demonstrated capacity for innovation, creativity and strategic thinking.
- Proven stakeholder relationship management- an ability to build relationships and strategic partnerships with Youth RISE stakeholders including key non-government, government, and community partners.
- Experience in fundraising and grant proposal writing.
- Excellent interpersonal, communication and negotiation skills with diverse audiences.
- Highly developed written and analytical skills.

### **Desirable**

- Demonstrated experience in international drug policy and harm reduction advocacy.
- Demonstrated experience in financial and organizational management.

**As Youth RISE is committed to being youth-led, only applicants under the age of 30 will be considered.**

Please submit your CV and a cover letter addressing the Selection Criteria to [info@youthrise.org](mailto:info@youthrise.org) by **25<sup>th</sup> of August**.