



Employment Opportunity:

Advocacy Officer

Watchlist on Children and Armed Conflict ('Watchlist') is an international network of nongovernmental organizations (NGOs) striving to end violations against children during armed conflicts and to guarantee their rights. We strategically collect and disseminate information on violations against children in conflicts to influence key decision makers, in order to create and implement programs and policies that effectively protect children.

Established in 2001, Watchlist is the leading NGO advocacy network working alongside the UN to push the UN's Children and Armed Conflict agenda forward. Watchlist is a fiscally sponsored project of United Charitable, a US-based 501(c)3 not-for-profit organization. An Advisory Board comprised of leading international human rights and humanitarian NGOs provides general supervision, and Watchlist's Associate Members frequently collaborate on advocacy initiatives.

Scope of Work:

The Advocacy Officer's role is to advance Watchlist's priorities with the Security Council, UN missions, UN agencies, and as needed, the General Assembly and other relevant bodies. The Advocacy Officer will lead the design and implementation of the organization's advocacy strategies under supervision of the Watchlist Program Director and in close coordination with Watchlist's Advisory Board. The Advocacy Officer is expected to serve as an expert voice on issues of concern to children affected by armed conflict in order to advocate effectively for the organization. The Advocacy Officer is based in New York and reports to the Program Director.

The Advocacy Officer is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

Essential Job Functions:

- Lead initiatives to advance the children and armed conflict agenda at the UN and related bodies in close coordination and collaboration with Watchlist Program Director, Advisory Board, Associate Members, and field-based partners.
- Develop and implement advocacy initiatives with the UN Security Council, other Member States, and key UN offices and agencies.
- Develop and strengthen relationships with the diplomatic and humanitarian communities globally, especially in New York.
- Cultivate and engage a network of global and field-based NGOs in the identification of advocacy objectives, messaging, and strategies concerning the situation of children affected by armed conflict in country situations on the UN Security Council's children and armed conflict agenda, as well as possible emerging conflict situations, including through participation on relevant working groups or steering committees with partner organizations and networks.
- Prepare monthly advocacy updates and other timely position papers, briefing memos, and letters for the UN Security Council and other advocacy targets, as well as materials targeted to the media and the public.
- Organize workshops and informational and advocacy meetings with Security Council and other Member States that advance the Watchlist network's advocacy goals.

- Support the Program Director in liaising with donors, providing input for grant proposals, and other relevant information and relationship-building as needed.
- Monitor and evaluate the outcomes of Watchlist's advocacy and contribute to the organization's learning process.
- Contribute to Watchlist's communications as appropriate, including social media activities, web site, smartphone application, and other tools.
- Contribute to other areas of Watchlist work as appropriate, such as the development of periodic policy papers, case studies, blogs, and fundraising efforts.
- Infrequent travel to conferences, seminars, and other events, as required.

Education and Experience:

- Master's degree in international affairs, human rights, political science, or related field.
- Minimum 5 years of relevant work experience, including at least 3 years of progressive non-profit work experience with advocacy and human rights/humanitarian issues.

Knowledge, Skills, and Abilities:

- Knowledge of the UN system and international human rights and humanitarian law. Demonstrated experience designing and implementing advocacy strategies targeted at the UN and other key decision makers.
- Expertise on child protection issues in conflict and humanitarian settings.
- Excellent written and verbal communication skills; proven ability to communicate effectively with multiple audiences and to produce persuasive advocacy materials for a range of audiences.
- Solid diplomatic skills; must be able to manage a variety of internal and external relationships in a cross-cultural professional environment and represent the organization with senior level diplomats and other policy makers.
- Strong coordination and organization skills; demonstrated record of successful internal and external coordination. Officer must be able to work with minimal supervision.
- Solid computer skills: ability to work effectively and accurately with MS Word, Excel, and social media applications.
- Ability to read, write, and communicate fluently in English required; working knowledge of French, Spanish, or Arabic a plus.

Organizational Relationships:

- Reports to Watchlist Program Director.
- Supervises Watchlist interns hired to support global advocacy.
- Interaction with colleagues, Watchlist member organizations and peer civil society agencies, UN agencies and diplomats, and other relevant interlocutors.

Physical Demands:

Must be able to sit and key data into computer and read computer screen. Must be able and willing to travel occasionally. Travel can include international destinations to conflict-affected countries.

Work Environment:

General office environment with frequent off-site meetings in New York. Work is generally sedentary in nature and primarily performed within an office environment, with standard office equipment available.

Applicants must have the legal right to work in the US. Watchlist on Children and Armed Conflict, a project of United Charitable, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

How to Apply:

To be considered for this position, please send application materials via email, with the subject line “[Your name] – Advocacy Officer” to adriannel@watchlist.org. All applications must include:

- A résumé,
- A thoughtful cover letter detailing relevant skills, experience, and salary requirements, and
- One (1) unedited writing sample.

The deadline to apply is August 1, 2019. No phone calls please. Only short-listed candidates will be contacted.