



Employment Opportunity: Advocacy and Policy 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, which would be the official employer. 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 and Policy 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 and Policy Officer will support the design and implementation of the organization's advocacy strategies under supervision of the Watchlist Global Advocacy Advisor. The Advocacy and Policy 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 and Policy Officer is based in New York and reports to the Global Advocacy Advisor.

The Advocacy and Policy 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:

- Support initiatives to advance the children and armed conflict agenda at the UN and related bodies in close coordination and collaboration with Watchlist Global Advocacy Advisor, Watchlist Director, Advisory Board, and Associate Members.
- Contribute to the development, implementation, and evaluation of 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, including through participating, as needed, in relevant working groups with partner organizations and networks.
- Contribute to the engagement of the Watchlist network members in advocacy initiatives, including through organizing the monthly update calls to share CAAC-relevant developments and analysis, foster opportunities to coordinate initiatives, and disseminate key research and engagement opportunities for Watchlist members.
- Lead Watchlist's work to increase visibility and improve implementation of the Vancouver Principles on Peacekeeping and the Prevention of the Recruitment and Use of Child Soldiers, including preparation of relevant trainings, advocacy materials, and policy briefs, as required.
- 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 Grants and Operations Coordinator and Global Advocacy Advisor with donor reporting, including the preparation of donor reports, tracking reporting requirements and producing financial documents, as needed.
- 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.
- 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 Global Advocacy Advisor.
- 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.

Salary Range: \$75,000 – 80,000

How to Apply:

To be considered for this position, please send application materials via email, with the subject line “[Your name] – Advocacy and Policy Officer” to Watchlist@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, no longer than 5 pages.

The deadline to apply is 5pm EDT on Monday, June 17. No phone calls please. Only short-listed candidates will be contacted.