



Employment Opportunity: Grants and Operations Coordinator

Established in 2001, 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.

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

Watchlist is seeking a highly motivated and qualified individual to provide administrative, financial, communications, and programmatic support to ensure the efficient operations of the network. This is an exciting opportunity for someone who is interested in children's rights and international human rights advocacy, seeking to gain work experience in the non-profit sector, and enjoys working in a small, closely knit team. The Grants and Operations Coordinator is based in New York and reports to the Director of Watchlist Program.

The Grants and Operations Coordinator 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

Administrative Support

- Manage administrative and operational needs related to the office facility.
- Act as a focal point and manage operational relations with United Charitable (Watchlist's fiscal sponsor) for relevant services and logistics, including human resources, procurement, travel, security, finance, etc.
- Oversee Watchlist internship program, including developing terms of reference, recruiting, and managing interns and/or volunteers.
- Manage preparation for Watchlist Advisory Board meetings, including preparing briefing documents, agendas, and meeting logistics.

Finance and Grant Management

- Track spending and generate monthly financial reports, spending projections, and updated budgets.
- Process the timely payment of all invoiced expenses and reimbursements, including payments of consultants and vendors.
- Ensure adherence to project budget and donor requirements.
- Assist the Director with donor reporting, including preparation of interim and final donor reports, tracking reporting requirements for grants, and producing financial reports.
- Assist the Director in preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Liaise with Watchlist's fiscal sponsor to ensure accuracy of all financial reporting and timely processing of all financial transactions.



Communications and Information Technology

- Manage Watchlist’s web presence, including maintaining the website and liaising with Watchlist’s website developer.
- Manage Watchlist’s social media accounts, including drafting tweets and Facebook posts, and developing content for use in online communications.
- Develop and manage electronic mailings, including monthly advocacy updates, quarterly newsletters, and other publications, and maintain and periodically update Watchlist’s distribution lists.
- Liaise with Watchlist’s IT consultant to troubleshoot computer and internet problems, as necessary.
- Regularly monitor Watchlist’s organizational email account and share or respond to inquiries as appropriate.

Programmatic Support

- Oversee production (design, printing) and distribution (creation of distribution lists, hard copy and electronic distribution) of all Watchlist reports and policy briefs.
- Oversee logistics for the launch of all Watchlist reports and policy papers.
- Assist Director and Senior Advocacy Officer with advocacy initiatives.
- Occasionally represent Watchlist at relevant meetings, conferences, and events.

EDUCATION AND EXPERIENCE

- Bachelor’s degree in related field required; Master’s degree preferred.
- Minimum 2-3 years of relevant work experience, preferably in areas of communications, grant management, and/or fundraising.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent writing and editing skills, as well as a strong attention to detail required.
- Ability to read, write, and communicate fluently in English required; working knowledge of French, Spanish, or Arabic a plus.
- Solid computer skills required; this includes ability to work effectively and accurately with MS Office Suite and social media applications. Experience with MailChimp and WordPress a plus.
- Understanding of the UN system and international human rights and humanitarian law.
- Knowledge of children and armed conflict and/or child protection in conflict and humanitarian settings.
- Strong coordination and organization skills; demonstrated record of successful internal and external coordination.
- Ability to multi-task and work independently with minimal supervision.
- Strong inter-personal and diplomatic skills.
- Flexible work attitude and the ability to work productively in a small team.

Organizational Relationships:

- Reports to Director of Watchlist Program.
- Supervises Watchlist interns.
- Interacts with Watchlist Senior Advocacy Officer, 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.

Work Environment:

The successful candidate will be expected to work from Watchlist’s New York office, with occasional off-site meetings nearby, in accordance with Watchlist’s COVID-19 policies. Due to COVID-19 restrictions, the successful candidate may have the opportunity to work on a hybrid basis. 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 United States. Watchlist on Children and Armed Conflict, a program 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.

Annual Salary Range: \$52,000 - \$57,000 USD

How to Apply:

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

- A résumé;
- A thoughtful cover letter detailing relevant skills, experience, and salary requirements; and
- One brief, unedited writing sample (approximately three to five pages).

Applications will be reviewed on a rolling basis; however, the final deadline to apply is February 15, 2023. No phone calls please. Only short-listed candidates will be contacted.