

Latin America Program Coordinator

As the Washington-based Coordinator of the RRI Latin America Program, the Program Coordinator will respond directly to the Director of Country Initiatives. In this full-time position, the Program Coordinator will be responsible for supporting the planning process, making planned activities operational, evaluating and monitoring projects, and providing technical and political analysis when necessary to RRG or RRI Partners.

The Program Coordinator works as a conduit for information to be shared between RRI Partners and Collaborators, RRG management and operations, linking the programmatic side of strategic planning with the operational steps required to convert plans into action. The Program Coordinator will also work to ensure realization of activities, by appropriately fomenting communication and collaboration between Partners.

The Program Coordinator will frequently be required to perform creative and strategic 'backstopping' for both the RRG team and partners, which may range from administrative and logistics support, to political and technical analysis. The Program Coordinator must have a strong sense of the steps required to carry projects to successful completion, as well as the judgment and capacity to adequately contribute/implement the required inputs. The Program Coordinator will fulfill these responsibilities through a broad range of duties, including both technical and administrative tasks.

The ideal candidate should possess:

- High level of analytical skills;
- Working knowledge of issues and debates surrounding community forestry, conservation and social organizations; and rural development
- Excellent interpersonal skills, capacity to work in a team and to demonstrate initiative;
- Availability to travel;
- Advanced degree in natural resource management, anthropology, geography, international relations, or related field;
- Complete fluency in English and Spanish essential, fluency in Portuguese a plus;

Essential Job Functions

Project Management and Technical Assistance

- Manage programs supporting the work of RRI Partner and Collaborator organizations in Latin America, providing technical and administrative assistance to ensure that these programs meet designated goals
- Coordinate the program-related work of Partner and Collaborator organizations, providing technical assistance, building capacity and ensuring effective communication between actors
- Support the convening of regional and country-level planning teams of RRI coalition members in Latin America
- Provide intellectual input to regional and country-level RRI strategy and development of the RRI work program in Latin America

- Manage consultants contributing to these programs, including negotiating compensation, development of Terms of Reference, and tracking and review of deliverables
- Prepare technical and progress reports for these projects in accordance with donor guidelines, emphasizing lessons learned, direct and indirect impacts, and long-term sustainability
- Assist the Manager of Finance and Administration with the preparation of financial reports and financial projections related to implementation of RRI projects in Latin America
- Assist in development of and be responsible for monitoring program budgets, expenditures and work plans to ensure that programs will achieve the results anticipated within the resources and time allocated
- Ensure proper documentation of program activities, outputs, and lessons learned

Communications

- Give presentations on behalf of RRI on relevant topics related to forest tenure reform, alternative enterprise and markets, and human rights in forest areas
- Write clear and concise technical text for inclusion in publications, articles and other communications outreach
- Write, edit and contribute to technical text describing RRI activities and programs in Latin America, ensuring accurate portrayal of the projects, actors, strategic opportunities, and impacts
- Develop, manage and regularly update Latin America program content on the RRI website, such that the website accurately reflects the program and includes timely information on activities and upcoming events

Networks

- Strengthen networks of civil society organizations working on tenure policy reform in Latin America, using intimate knowledge of the technical capacities of the organizations and political contexts to build effective learning networks across the region and in priority countries
- Collect and proactively disseminate relevant publications, articles, news and analysis

Strategic Analysis

- Contribute to RRI strategic analyses on relevant topics of rights and tenure in priority countries, at the regional level, and across regions, particularly in relation to decentralization and tenure rights, alternate tenure and enterprise models, and economic growth
- Provide critical comments on analysis created by RRI Partners and Collaborators in Latin America

Organizational Planning and Management

- Participate in team assessments of organization-wide and coalition-wide progress toward RRI goals and vision
- Support the organization, convening and documentation of coalition planning meetings

To Apply

Please send your resume, cover letter, and a short writing sample to hr@rightsandresources.org with the position title "Program Coordinator for Latin America" in the subject line. Only applicants selected for interviews will be contacted.

Rights and Resources Group is a non-profit organization that serves as the coordinating mechanism for the Rights and Resources Initiative, a global coalition to advance forest tenure, policy and market reforms. Rights and Resources Group is an Equal Opportunity Employer.