



ACLS Leading Edge Fellowship

Position Title:	Program Coordinator, Youth Activation
Organization:	Vital Voices Global Partnership
Location:	Washington, D.C. (In person)
Stipend:	\$66,000 per year in year one, \$70,000 in year two, plus health insurance, \$3,500 per year in professional development funding, and up to \$5,000 for relocation costs
Start Date:	September 2023

ORGANIZATION DESCRIPTION

At [Vital Voices](#), our mission is to invest in women leaders addressing the world’s greatest challenges – from gender-based violence, to the climate crisis and economic inequities, and beyond. We are “venture catalysts,” identifying leaders with a daring vision for change and partnering with them to make that vision a reality.

We are a leading non-profit that invests in women because they take on the responsibility to improve their communities, their countries, and their societies. By exhibiting visionary thinking and taking risks to innovate, they strengthen laws, create jobs, change cultures and defend freedoms, making change that ripples out into the global community. **NOTE:** Vital Voices asserts that trans women are women. Our programs support any woman- or femme- identifying person.

POSITION DESCRIPTION

Vital Voices seeks an entrepreneurial Program Coordinator (PC) to help expand the [Rising Voices portfolio of programs](#), dedicated to the leadership development of women leaders, ages 18-25. Although they are often more civically and politically engaged than their elders, the ideas of young women are frequently discounted. Built on the premise that in order to forge a brighter future, we must invest in those who will craft it, we engage young leaders in training and mentoring, and provide social-impact funding.

The PC will work with current Rising Voices staff to expand the reach of our programs, which are currently focused on Latin America, and advance the goal of transforming the portfolio into a global one by 2030. Specifically, the PC will report to the Program Manager (PM) of Rising Voices on the Leadership and Social Impact (LSI) team. Together, the PC and PM will work as a team to develop programs that serve the needs of U.S.-based young women, including those who live in the five federal territories and each of our minor outlying islands.

In the first stage of their collaboration, the PC and PM will conduct research on program best practices that account for the intersectional embodied experiences of girls and young women. The PC will oversee this research project and bring their expertise to bear on the very architecture of the new programs. In partnership with the PM, the PC will build the curriculum for the new programs and collaborate with Vital Voices’ development staff to fundraise in stage two. After selecting program participants, the PC and PM will implement programming and facilitate leadership trainings for an audience of young women and girls; this will be stage three. Finally, in stage four, the PC will collaborate with Vital Voices’ monitoring and evaluation staff (MERL) to begin drafting a program report, with the possibility for more in-depth analysis based on reporting timeline. The fellowship tenure is 24 consecutive months, with an expected time commitment of approximately 37.5 hours per week.

Responsibilities and tasks:

This position is *only* available through the Leading Edge Fellowship program. You may *not* contact the host institution to inquire about this position.

Program Coordination & Facilitation (60%)

- Lead research on intersectional theories of girlhood, draft landscape analysis, and create list of program recommendations and best practices.
- Develop programming for U.S.-based curriculum (in partnership with PM).
- Recruit applications, review applications, and select participants (in partnership with PM).
- Manage logistical and programmatic elements of a leadership training and mentoring initiative: trainings are primarily online/remote, but as many as 7-10 business days of travel, paid for by VV, may be required, based on strategic needs and COVID-19 policies.
- Provide strategic insight for participants and support their growth as leaders.
- Maintain relationships with participant alumnae and facilitate connections across network.

Program Support Activities (30%)

- Coordinate external communications for the program, including website updates, social media promotion (in partnership with Vital Voices' communications department).
- Evaluate program impact by creating surveys and other measurement tools as needed for reports and marketing materials (in partnership with Vital Voices' monitoring and evaluation staff).

Vital Voices Organization Responsibilities (10%)

- Gain familiarity with Vital Voices' work and identify areas for future collaboration.
- Model the Vital Voices commitment to Diversity, Equity, and Inclusion to disrupt and evolve systems and behaviors that negatively impact women and BIPOC employees and network.
- Embrace and Model the Vital Voices guiding principles, values, investment and leadership models with the goal of supporting Vital Voices organizational culture and successes.

Qualifications:

- PhD in any field of the humanities or humanistic social sciences. Read more about eligible fields [here](#).
- Demonstrated commitment to advancing gender equity.
- Top-notch relationship management skills, particularly building trust. Must be able to work professionally and effectively with high-level partners and sponsors.
- Experience with project management and organizational skills.
- Demonstrated ability to take initiative, self-start, and follow through on long-term projects.
- Ability to operate and collaborate in a dynamic team and to prioritize tasks.
- Demonstrated cultural sensitivity and self-awareness.

Preferred:

- Demonstrated expertise related to gender in the United States, in the five federal territories, and/or in the American minor outlying islands. Examples could include girlhood studies, comparative migration studies in the U.S., expertise in reproductive justice, and/or a demonstrated commitment to activism that accounts for an intersectional approach to gender.

APPLICATIONS

- Information on the Leading Edge Fellowship Program: <https://www.acls.org/Competitions-and-Deadlines/Leading-Edge-Fellowships>
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org).
- Application deadline: 9:00pm EDT, March 15, 2023.

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