

The Egyptian Center for Women's Rights

Vacancy: International Relations Associate

Location: Cairo, Egypt



Organizational Background:

ECWR is an independent non-governmental organization dedicated to securing women's rights in Egypt and the Arab region. Founded in 1996, our projects are designed to improve women's legal and political status on 3 levels: empowering the individual, strengthening civil society and advocating for a more equitable legal structure. ECWR is a key actor in the women's rights field in Egypt and we aim to work strategically as part of a larger women's movement. Information on our programs and activities can be found at www.ecwronline.org.

Responsibilities:

ECWR is currently seeking 2 IR Associates for the International Relations Unit. The IR Associates report to the IR Director to assist her in carrying out the IR strategy, administrative tasks for the IR unit and translation. Although the entire unit will function as a team, responsibilities include:

Fundraising & Translation

- keeping organized records on grants, donors and proposals (electronic and paper)
- drafting funding proposals
- searching for new funding activities
- attending fundraising meetings and communicating with donors as needed
- maintaining and updating the database
- Arabic-English/English-Arabic translation of contracts, reports, and other items

International Advocacy & Translation

- keeping organized records on international advocacy (electronic and paper)
- monitoring and evaluation of indicators
- drafting and distributing information on advocacy topics (with approval of IR Director)
- searching for new advocacy opportunities
- making advocacy meetings as needed
- searching for new advocacy partners
- managing and recruiting volunteers as needed
- Arabic-English/English-Arabic translation of advocacy reports and other items

Public Affairs & Translation

- publication of the ECWR Update and other publications
- compiling information for posting on the website
- managing the Stop FGMC website & project
- Arabic-English/English-Arabic translation of publications and other

Qualifications:

- University degree in a relevant field in the social sciences, development studies, public policy, communications or related area, or experience in a nonprofit organization, preferably one focused on human rights or women's issues;
- Demonstrated English-Arabic, Arabic-English translation and communication skills;
- Interest in the field of international women's rights, human rights and civil society;
- Experience with media, or international and regional NGOs preferred

Position is full-time, starting with a 3 month trial period. Salary starts at 1000 EGP per month during the trial period.

Interested candidates should send CV and cover letter to ecwr@link.net with the subject line, "International Relations Associate"