



Technical Advisor, Capacity-Strengthening – Job Description

Start Date: September 1, 2021

Reports to: Director of Learning and Organizational Strengthening

Location: Remote

Type of Position: Full-time employee

Salary Range: \$90,000-100,000/year, with full benefits

About WomenStrong

WomenStrong International finds, funds, strengthens, and shares women-driven solutions that will transform lives in urban communities. Our partner organizations start by listening to women, who know best what they need in order to thrive. We bring them together into a Learning Lab, to develop, test, sharpen, and disseminate solutions to some of the challenges faced by the women and girls in their communities. Through our collective learning and sharing, WomenStrong is building a global community of organizations better equipped to advance the rights and wellbeing of women and girls.

The Learning Lab is focused on ensuring opportunities for our partners to strengthen their capacity and connect with each other, so that they might share, learn, and disseminate findings that can advance the evidence base for what works to improve the lives of girls and women in the areas of girls' education and empowerment, women's health, violence against women and girls, and economic security and opportunity (*pending*). Our goals are to build a community that generates collective learning within a shared agenda that will advance gender justice; foster a growing movement of women-led organizations that will support, collaborate, and amplify their local solutions for transformational change in our areas of focus; deepen understanding of how to address gender inequalities, empower women and girls, and expand global evidence and action to further equitable, sustainable human development. Targeted activities within each Lab area are designed to nurture connections among our partners, provide them with knowledge and tools, and encourage peer-to-peer exchange -- with the goal of strengthening their organizational capacity and developing a collective learning agenda.

WomenStrong is a learning organization, built on respect and compassion that recognizes our common humanity and essential dignity. Our work is rooted in listening deeply to women and girls, responding to what they say they need, and learning from what works. We have faith in the force of collaboration at all levels, and seek to take a non-proprietary, multidimensional, and holistic approach to our work. WomenStrong is an equal opportunity employer dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. WomenStrong staff value and appreciate each others' experience and knowledge; trust their colleagues to do their jobs; strive to be open, direct, and timely, as we communicate with one another; and assume the best of each other. WomenStrong expects staff to listen, to be intentional, and to appreciate different backgrounds, contexts, and approaches.

Description of the Role

WomenStrong's Technical Advisor, Capacity-Strengthening will manage WomenStrong International's flagship Learning Lab program and support activities that promote community building, peer learning, and capacity-strengthening among Learning Lab partners. The Technical Advisor, Capacity-Strengthening will lead the activities of WomenStrong's Learning Lab in close collaboration with the Director of Learning and Organizational Strengthening, who provides strategic guidance to the Learning Lab team and the Senior Program Associate. The Technical Advisor, Capacity-Strengthening will manage all learning activities and processes, serve as the primary point of contact for all partner needs and requests, provide technical support, contribute to WomenStrong and partner publications, oversee the operationalization of the Lab cohort Learning Agenda, and increase external visibility of the Lab.

Technical Responsibilities (60%):

- Provide technical support and capacity-strengthening to partners and facilitate partner learning;
- Keep up-to-date on evidence-based strategies, best practices and events, in order to provide partners with tools, resources, and opportunities that can help strengthen their work; Lead the implementation and ongoing adaptation of the Learning Lab's community-building strategy;
- Provide support for the launch of our Economic Security and Opportunity Lab area, as needed;
- Assist the Director of Learning and Organizational Strengthening in providing support to the Learning Lab consultants on the implementation of Learning Lab activities;
- Help develop the Lab cohort Learning Agenda in the areas of girls' education and empowerment, women's health, prevention of violence, and economic security and opportunity;
- Author and/or provide input to WomenStrong publications related to the Learning Lab model and its four Lab areas, as needed;
- Provide support on other Learning Lab projects, including the language justice program, online partner portal, learning agenda(s), learning products, the Learning Lab alumni program, and others;
- Collaborate with the Grants Management team, on proposal and interim report review;
- Collaborate with the Knowledge and Learning team, to continually track and improve the performance of the Learning Lab and implement changes to improve its value to partners, including efforts to ensure that the Learning Lab is equitable and inclusive;
- Collaborate with the Communications team to amplify partners' voices and raise the visibility and credibility of the Learning Lab and WomenStrong;
- Attend and present at topical events, conferences, meetings, and trainings to inform WomenStrong's work, to represent WomenStrong in areas relevant to our work, and increase WomenStrong's visibility;
- Build relationships with expert organizations and thought leaders on each Lab area topic, including through participation in other networks, communities, and coalitions; and
- Contribute to the development of funding proposals for WomenStrong.

Program Management Responsibilities (40%):

- Manage Learning Lab knowledge-sharing activities, which may include:
 - Calls or webinars;
 - Retreats, forums, workshops, or other convenings; and

- Additional partner learning opportunities, such as technical assistance, peer mentorship among partners, attendance of conferences, peer learning visits, or other opportunities that may arise.
- Serve as WomenStrong partners' point of contact to support their participation in the Learning Lab; and
- Assist with managing the Learning Lab budget, in partnership with the Operations Manager and Director of Learning and Organizational Strengthening.

Qualifications

Subject Matter & Technical Knowledge:

- Approximately 5+ years of experience working in low-and middle-income countries in the areas of women's economic rights and justice, violence against women and girls, women and adolescent girls' health and rights, girls' education, gender equality, human rights, positive youth development, girls' empowerment programming, or other related fields;
- Proven ability to translate complex research insights into programmatic initiatives and implementation;
- Demonstrated ability to transfer knowledge to diverse audiences (capacity-strengthening) through consultation, training, mentoring, and other formal and non-formal methods; and
- Experience with peer learning and knowledge-sharing networks and communities.

Other Professional Competencies:

- Program management experience, including design, implementation, budgeting, and evaluation;
- Excellent writing, editing, communication, public speaking, presentation, and facilitation skills;
- Exceptional attention to detail, organizational, and time management skills;
- Adaptable, flexible, creative, and comfortable with ambiguity and an evolving workplan;
- Comfort with digital tools and technology that allow for virtual collaboration and remote learning;
- Professional proficiency in Spanish or French strongly preferred;
- Collaborative personality that works well in a team and in leading and managing independent projects;
- Commitment to gender and racial equity and trust-based funding principles;
- Ability to travel domestically and internationally, and, occasionally, to work outside of normal business hours to accommodate international partners; and
- Able to accommodate United States East Coast business hours.

Please submit a cover letter and resume to Ms. Bianca Zhang, at info@womenstrong.org, by Monday, August 2, 2021.