

July 26, 2011

Center for Women's Global Leadership

Visit www.cwgl.rutgers.edu for information.

**Rutgers, The State University of New Jersey
New Brunswick, NJ USA**

- Employment Opportunity -

Program Coordinator Rutgers Position # 11-001025

The Center for Women's Global Leadership has begun a formal search for a **Program Coordinator** for its work pertaining to violence against women (VAW) and women's leadership. The intersection of VAW and militarism in its various forms will be a major component of the work. CWGL encourages the applications of those with knowledge/experience in areas such as the impact of war and conflict, peace building processes, small arms proliferation, political violence, violence against women committed by state agents, and the ideologies derived from militarism.

Required Education/Experience/Skills

The position requires a minimum of a bachelor's degree with preference for a master's degree in a field related to women's rights or social justice (International Relations, Peace and Conflict, Women's and Gender Studies, Political Science, etc.) and at least 4 years employment experience in rights-based or social justice work. It requires excellent written and verbal communication abilities in English. Skill in balancing project priorities and time management are essential. A fair amount of local (New York/New Jersey), regional and international travel is expected. Applicants must be legally permitted to work in the United States.

The primary areas of responsibility will include:

❖ *Coordination of the 16 Days of Activism Against Gender Violence & VAW collaborations*

- Research, draft, edit and manage campaign publications and their dissemination
- Contribute content material to the 16 Days website, social media, and web portals
- Handle all campaign-related inquiries, outreach, and consultations
- Moderate the 16 Days listserv and engage with constituents through social media
- Maintain the Campaign archives and databases
- Contribute to the budget development and expense monitoring processes
- Compile data and responses from participating organizations and provide analyses of the data that contribute to future planning
- Provide a written summary report at the conclusion of the Campaign
- Promote women's leadership within the theme area, by serving as an informational resource, and engaging with relevant coalitions and partners, maintaining familiarity with their work.
- Coordinate strategic conversations on intersectional issues
- Assist in the development of new analyses and draft reports
- Foster student participation in program content and issues

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❖ ***Participation in CWGL advocacy on VAW and thematic areas at the United Nations and other settings***

- Serve as a liaison to UN entities' anti-violence initiatives (e.g., the Secretary-General's Campaign UNiTE to End Violence Against Women)
- Collaborate in CWGL's review and assessment of proposals to the UN Trust Fund to End Violence Against Women's Programme
- Attend UN meetings on VAW, VAW and militarism, or VAW and other thematic areas
- Assist in coordinating meetings related to UN advocacy on VAW, and VAW and Militarism
- Monitor international and national policy developments and provide up to date analyses of these developments to the Program Director
- Coordinate the Working Group on VAW and militarism

Please see the CWGL website for details on the campaign and its history:

<http://16dayscwgl.rutgers.edu>

Salary/Benefits

The minimum salary for this position is in the low-\$40,000 range. The package also includes the benefits offered at Rutgers University (health and life insurance, tuition assistance, use of recreation facilities and libraries, discount programs, etc.).

Application Process

To apply for this position, visit the Rutgers University Human Resources website.

The position number is 11-001025.

The direct link is:

http://uhr.rutgers.edu/jobs/JobDetail.aspx?pst_num=11-001025

Please include a cover letter, resume, and three references with contact information.

Please note that submission of documents through the Rutgers human resources site is only way to assure consideration. CWGL will not accept telephone inquiries.

The Center for Women's Global Leadership (CWGL) at Rutgers, The State University of New Jersey, founded in 1989, has fostered women's leadership in the area of human rights through women's global leadership institutes, strategic planning activities, international mobilization campaigns, UN monitoring, global education endeavors, publications, and a resource center. CWGL's current programmatic areas are: the promotion of women's leadership, the advancement of feminist perspectives in economic and social rights and the elimination of violence against women, in local, national and international arenas. CWGL is a unit of [International Programs](#) within the [School of Arts and Sciences](#) and is a member of the [Institute for Women's Leadership \(IWL\)](#)—a consortium of women's programs at Rutgers that examine leadership issues and advances women's leadership in education, research, politics, science, the arts, the workplace and the world.