POSITION: Disarmament Program Support Officer
PARTNER: Women’s Institute for Alternative Development (WINAD)
AREA OF STUDY: FEM, ECH, DVM, CRM, SVS, POL, SOC
COUNTRY AND PLACE OF ASSIGNMENT: Belmont, Trinidad and Tobago.
CONTRACT DURATION: 12 WEEKS

NGO MISSION/DESCRIPTION: The YP will work on WINAD’s disarmament campaigns, which includes research, advocacy for effective implementation of the Ottawa Treaty banning landmines, generating support for the Cluster Munition Convention and supporting implementation of the Arms Trade Treaty. WINAD also works on a variety of issues to promote women’s empowerment, peace and security including: small arms and light weapons, violence against women, gender justice and human rights.

TASKS DESCRIPTION/RESPONSIBILITIES:

Job profile:
- Support and strengthen WINAD’s social media presence
- Coordinate and implement awareness campaigns online and in person
- Draft reports and funding proposals as required
- Support current WINAD’s current programs

Desired qualifications:
- Experience in working with volunteers
- Experience in coordinating events
- Strong background in gender studies and gender analysis
- High level of comfort with Web 2.0 strategies including social media platforms
- Education in development studies or a related field
- Volunteer or study-related experience in the areas of social justice or violence reduction
- Ability to work on a variety of issues simultaneously
- Excellent English writing skills
- strong interpersonal skills
- experience working in diverse cultures