



Coordinator, National Activation & Partnerships

Who We Are

International Justice Mission (IJM) is a global organization in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

We are a global community that cares for one another. We believe that the way we work is as important as the results we achieve. We provide professional excellence with joy and celebration to all those we serve.

The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. 9 out of 9 times in the last decade, IJM's Justice System Strengthening Projects have reduced slavery and violence between 50 and 85% for very large populations of people in poverty. As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking a Coordinator, National Activation & Partnerships. The coordinator, as part of the National Activation and Partnerships (NAP), builds and supports partnerships, external communication, and related public engagement initiatives of IJM Philippines National Office that will strengthen systems of justice that protect vulnerable communities from violence. We are looking for a professional who is passionate about IJM mission and willing to apply her or his skills in connecting and developing relationships with diverse stakeholders, communication, coordination, and administrative support.

This position is based in Manila, Philippines and reports to the Head of National Activation & Partnerships.

Responsibilities

Strategy & Knowledge Development & Implementation

- Support the Head of National Activation and Partnerships in ensuring NAP Team's programs, projects, and activities run smoothly and efficiently; and
- Provide oversight that all partnerships deliverables are completed on time and meet high quality standards.

Networking & Partnership

- Work closely with members of the team, and support external partners as needed to attain sustainability and success per defined target and strategies;

- Maintain and strengthen key partnerships, alliances, and coalitions in support of NAP Priorities; and
- Represent IJM and participate in partners' conferences, meetings, and events.

Communication

- Develop articles, stories, reports, and other communication materials to highlight the successes of NAP collaboration with partners in supporting IJM Philippines program priority goals, and document results and activities from IJM and partner programs
- Manage regular communication updates to key NAP partners and cascade to internal teams, as needed; and
- Support implementation of NAP communication strategies, compliant to BMC messaging guide.

Documentation, Reporting & Data Management

- Prepare relevant NAP documents and submit required reports on time;
- Ensure documentation and information distribution, report collation, and communication coordination; and
- Document, collect, record, and manage relevant events and data using JDS (Justice Data Solution), M&E tools and processes.

Trainings, Events and Logistics

- Support planning, preparation, and implementation of NAP training priorities with internal teams and external partners and stakeholders.
- Provides support to the team in the implementation of partnership project activities – conferences, campaigns, fora, and events.
- Point of contact for the Head of National Activation and Partnerships or other relevant concerns to ensure smooth coordination and ease of communication involving activities or requests from other teams or external partners.

General tasks

- Oversight to team schedule, budget, and day-to-day engagements, internal and external.
- Observe and actively participate in IJM's Spiritual Disciplines (Stillness Time, Corporate Prayer, Retreats, Personal Day of Prayer, etc.) rhythms and Staff Care.

Qualifications:

- Bachelor's degree in social science or any related courses ;
- At least 3 years' experience in partnership development and management;
- At least 2 years' experience in Multimedia Communications;
- Advance proficiency in MS Office; especially in Excel, Word, and PowerPoint
- Fluency in written and spoken English and Filipino;
- Proven experience in facilitating meetings, planning and schedule management.
- Committed to multi-sectoral Collaboration
- Proficient in technical report writing

Critical Qualities:

- Eager commitment to IJM's Core Values: Christian, Professional and Bridge-Building;
- Self-starter with strong initiative;
- Disciplined with priorities;
- Strong interpersonal skills and self-awareness;
- Exceptional verbal and written communication;
- Flexible, collaborative and eager to support others;
- Effective team player who fosters collaborative environment; and
- Adept at creative problem solving.

Application Process:

Please submit your updated resume and cover letter in one PDF document to phpeoplesupport@ijm.org on or before 5 July 2024.

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Ethics. Candidate selection is based on technical competence, recruitment, selection and hiring criteria subject to assessing the candidates value congruence and thorough background, police clearance, and reference check processes.