



# HRFN

Human Rights  
Funders Network

## Program Support Consultant – Remote (4-month contract, part-time)

### About HRFN

For almost 30 years, Human Rights Funders Network (HRFN) has brought funders together to collaborate, strategize, and advance the field of global human rights grantmaking. Today, we are crafting an HRFN that relentlessly builds toward justice, works with love, and continues to serve as a space for funders to strategize together and with movements.

### Description

HRFN is looking for part-time help on a short-term contract basis to support our program operations. This role will provide support to the communications, membership and research departments. This is an opportunity to contribute to the organization's efforts to build and leverage influence and visibility to support the human rights movements globally.

This is a **four month part-time contract position**. HRFN is a global remote team, so we are looking for someone who can take the initiative to reach out when they need help and troubleshoot issues as they arise. This role requires a dedicated and detail-oriented person who can manage multiple tasks with little oversight. We are also looking for someone who can be a team-player with a willingness to learn and adapt to shifting priorities.

- **Start Date:** Expected start date of 15 September 2022 and a duration of four months.
- **Hours:** 20 hours/week, hours and work dates are flexible and may be set according to the incumbent's schedule. Please note the person in this role will be required to attend HRFN's weekly staff meeting and conference meeting which are currently scheduled Tuesday's from 10:30am-Noon EST.
- **Location:** Remote, HRFN is a global remote team with staff located on three continents.
- **Compensation:** USD \$22 an hour. This is an independent contractor position so does not include any benefits.
- **How To Apply:** Please fill out the [following form](https://forms.gle/RskTxB9spGzPz91L6) (<https://forms.gle/RskTxB9spGzPz91L6>)
- **Application Deadline:** 7 September 2022, 11:59PM EST.

## **Essential Job Duties and Responsibilities:**

- Create, update and generate content for organization website using WordPress including approving and posting resources, events & jobs.
- Support the maintenance and upkeep of additional online resources including the Grantmaking Principles micro-site.
- Create and update social media content and conduct quantitative and qualitative analytics on social media usage.
- Assist with communications planning, research, reporting and coordination.
- Help with planning, writing and editing HRFN's newsletters and other written materials.
- Proofread and copy edit communications and membership documents and collateral.
- Provide administrative office support for HRFN's conference.
- Help draft and finalize internal HRFN documents.
- Assist with clearing up a backlog of Salesforce data entry, and keeping Salesforce and Mailchimp current.
- Additional tasks as needed.

## **Qualifications:**

- Strong writer and proven skills in copyediting;
- 1-3 year of experience communications or marketing, ideally with a focus on philanthropy;
- Interest in human rights, philanthropy, non-profit management or related fields;
- Bilingual, Spanish-English, a plus;
- Proficiency with Google Workspace and MS Excel;
- 1-3 years Salesforce, Mailchimp and WordPress experience;
- Highly dependable with ability to be flexible on day-to-day tasks;
- Excellent problem-solving skills, and attention to detail;
- Ability to work well independently with little oversight and take initiative to ask for assistance when needed, but also work effectively within a team.

The consultant will be contracted by Panorama Global, Human Rights Funders Network's fiscal sponsor. Panorama Global is a US nonprofit corporation that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.