

CHOICE FOR YOUTH & SEXUALITY

VACANCY: PROGRAM COORDINATOR YOUTH AMBASSADOR SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (32 HRS)

VACANCY BRIEF

CHOICE for Youth and Sexuality (CHOICE) is looking for a Program Coordinator for our Youth Ambassador Program. The Youth Ambassador Sexual and Reproductive Health and Rights, Gender Equality and Bodily Autonomy (YASRHR) Program is a collaboration between CHOICE and the Dutch Ministry of Foreign Affairs (MoFA). The Program Coordinator guides and mentors the Youth Ambassador, leads communication with the MoFA and is part of CHOICE'S Youth Leadership Team and International Advocacy Team.

We are looking for an enthusiastic young professional who can support the Youth Ambassador throughout their term, guide them towards their professional goals and collaborate comfortably and confidently with our contacts at the MoFA, in the Hague and internationally. We are looking for a team player who can take on responsibilities independently and tackle challenges creatively.

The Program Coordinator must be fluent in Dutch and English (this is a hard requirement) and will work at the CHOICE office in the center of Amsterdam.

ABOUT CHOICE

CHOICE for Youth and Sexuality is a professional youth-led organization that advocates for the Sexual and Reproductive Health and Rights (SRHR) of young people globally. We believe that all young people have the power to make decisions about their sexual, reproductive & love lives!

CHOICE promotes and supports young people's SRHR through two key initiatives. Through our International Advocacy, we influence global policy by lobbying at the United Nations in New York and Geneva. Next to this, our Youth Leadership Programs focus on strengthening the capacity of young people and youth-led organizations, primarily in Africa and Asia, by providing mutual learning in advocacy, SRHR, and organizational development, empowering young people to become leaders and change-makers in their communities.

JOB DESCRIPTION – ABOUT THE ROLE & RESPONSIBILITIES

Besides your work as Program Coordinator for our Youth Ambassador for Sexual and Reproductive Health and Rights (YASRHR) program, you work with both the Youth Leadership Team and International Advocacy Team at CHOICE.

Program Coordinator YASRHR program

The MoFA and CHOICE work together to amplify young people's voice in international policy making around SRHR and gender equality. This collaboration resulted in the start of the YASRHR program in 2014. The Youth Ambassador serves as an important link between young people and policy makers, with the aim of better aligning the work of the Ministry with the realities of young people in the Netherlands and abroad. Through the work of the Youth Ambassador, young people have a voice in the development of Dutch and international policy on sexual and reproductive health and rights, freedom of choice and gender equality in general, and for young people in particular.

The Program Coordinator guides and mentors the YASRHR and works with the MoFA on the Youth Ambassador Program.

Responsibilities of the Program Coordinator YASRHR

- Mentoring the YASRHR in their work, for example by:
 - Keeping a strategic and long-term overview of important UN and EU events, as well as events organized by the MoFA or relevant NGOs, and helping the YASRHR to prioritize
 - Providing input on written and spoken contributions from the YASRHR for events, meetings and policy documents
 - Implementing and coordinating the YASRHR program through planning and design of activities, evaluating and reporting on program activities together with the YASRHR
- Collaborating with the contact person at the MoFA and communicating CHOICE's priorities regarding SRHR to the Ministry
- Coordinating annual recruitment of the YASRHR
- Maintaining contact with relevant external stakeholders in the field to support the YASRHR program, such as the NJR and Rutgers
- Advocating for meaningful and inclusive youth participation at different (inter)national events and supporting the YASRHR in these activities
- Providing logistical support to the YASRHR for their trips and other engagements – such as creating and monitoring the itinerary, maintaining contact with important partners of the Embassy/CHOICE, and conducting evaluations of the trip

Other (shared) responsibilities

Besides your role as Program Coordinator of the YASRHR program, you will work as part of the broader CHOICE team. For example, you support the capacity strengthening of other youth-led organizations and execute CHOICE's advocacy strategy in UN spaces.

Our staff works together in many areas in CHOICE. The following responsibilities are shared among all CHOICE staff:

- Contribute to CHOICE's annual and strategic plans

- Support the improvement and actualization of CHOICE's organizational policies and procedures by contributing to organizational discussions and reviewing policies
- Support the Resource Mobilization Coordinator in fundraising, for example by developing funding proposals

PROFILE – WHAT ARE WE LOOKING FOR?

Required competencies/skills (must have)

- Support CHOICE's mission, vision, and values: supportive, playful, courageous, sex-positive and intersectional feminism;
- At least 2 years of relevant experience (including voluntary work, internships, and/or paid work) OR a Bachelor's (University) degree or Master's degree in a relevant field;
- Experience working with (young) people from diverse backgrounds.
- Fluent in English and Dutch (note: this is a hard requirement);
- Experience in coaching or mentoring;
- Problem-solving;
- Taking initiative;
- Intercultural communication;
- Passion for youth SRHR issues;
- Political sensitivity;

Preferred competencies/skills (nice to have)

- Knowledge of Sexual and Reproductive Health and Rights (SRHR);
- Knowledge of the international development sector;
- Knowledge of Meaningful Youth Participation (MYP);
- Knowledge of/experience with international advocacy processes
- Ability to speak another relevant language at a professional level, such as French;
- Facilitation skills;
- Networking skills;
- Experience with or interest in providing (online) trainings to young people;

WHAT DO WE OFFER?

- A contract for one year, subject to renewal. This position will be 32 hours.
- A monthly gross salary between 3.282 and 3.409 on a basis of a 36-hour workweek, depending on relevant (professional) work experience.
- Travel allowance based on train transport (2nd class) OR a work from home allowance, depending on the public health situation.
- A challenging work environment in an inspiring office on the Amsterdam Canals (10 min walking distance to the Central Station).
- Work laptop.
- A fantastic team!

The preferred starting date for this position is the week of February 3rd 2025.

We aim to recruit the person who is most suited to the job and welcome applications from young people of all backgrounds – people of all genders, sexual orientations, nationalities, religions and beliefs.

In line with CHOICE's commitment to Meaningful Youth Participation, we especially encourage young candidates under the age of 28 to apply. Furthermore, we encourage applications from men and non – binary people, people of color, and candidates with a disability, as they remain underrepresented in the field.

Responses

Note: Only applicants in possession of a valid work permit for The Netherlands will be considered. CHOICE will not assist with any expenses associated with relocation to the Netherlands. Only applicants who are fluent in Dutch will be considered.

Please send your application letter and CV to vacancies@choiceforyouth.org with the subject 'Program Coordinator' before **Wednesday Jan 10th**. The first round of interviews will take place on January 17, 20th and 21st. There will also be a second round of interviews.

In your application letter, please reflect on the following questions:

- What is your motivation to apply? Why would you like to work for CHOICE, and why would you like to become our Program Coordinator?
- What are your skills and how do they match the vacancy?
- How does your prior (work) experience contribute to this position?

As part of the pre-employment screening process, the selected candidate will be required to provide a certificate of conduct (VOG), and two recent references. These references will only be contacted with the candidate's prior consent, and only after the candidate has been selected for the second interview round.

For more information you can visit our website www.choiceforyouth.org or contact CHOICE board member Alba van Vliet through alba@choiceforyouth.org