

Call for Applications: Mekong Program Coordinator

Location:	Bangkok, Thailand
Reports to:	Southeast Asia Program Director
Applications by:	9 June 2017
Start date:	July 2017

Position summary

International Rivers envisions a world where healthy rivers and the rights of local communities are valued and protected. Since 1985, International Rivers has been at the heart of the global struggle to protect rivers and the rights of communities that depend on them. Armed with on the ground evidence and cutting edge research, International Rivers mobilizes civil society and communities to advocate for improved river basin governance, transparent and accountable energy infrastructure, and human rights. We have been the driving force behind iconic campaigns to protect the world's great rivers from harmful projects and pioneered global policy solutions. We are a global organization headquartered in Berkeley, California supporting regional offices in Asia, South America and Africa.

International Rivers is looking for a full-time program coordinator to work in our Bangkok office. The Mekong Program Coordinator will lead regional campaigns focused on the Mekong River, developing advocacy strategies for our programs in the Mekong Basin. S/he will also coordinate International Rivers' organization-wide programs within the region. S/he will work closely with regional civil society networks and other local, regional and international organizations. The Mekong Program Coordinator will be responsible for developing and implementing external communications, reporting and movement-building efforts. The position is expected to travel regularly within the Mekong region and occasionally to other parts of the world. The Mekong Program Coordinator reports to the Southeast Asia Program Director.

Primary responsibilities

Networking, Outreach and Capacity-Building

- Work with our Southeast Asia campaigns team to support a regional network of river-dependent communities, NGOs and individuals committed to protecting the Mekong River from destructive dams and other developments. Organize, facilitate and participate in local and regional meetings, answer information requests, undertake public speaking, manage small grants, conduct active outreach to groups in the region, and coordinate with international support groups.

- Support the activities of our regional network partners by developing written materials and communications, providing input into strategy development, and joining network meetings and activities.

Documentation, Research and Writing

- Coordinate information dissemination to key decision-makers, bilateral donors, other NGOs, and the general public. Includes writing action alerts, press releases, blogs, articles for publication, factsheets, briefing papers, reports, campaign updates and other materials.
- Update and maintain relevant sections of the International Rivers website including campaign pages, media kits etc.
- Conduct or advise on commission of research for priority projects as needed.
- Write content for grant proposals and reports when required.
- Work with independent experts to prepare reviews of environmental impact assessments and technical documents and to draft policy briefs.

Media and Communications

- Implement International Rivers' communications strategies at national, regional and international levels to draw public attention to campaign priorities and information on destructive developments in the Mekong Basin.
- Assist communication with the foreign press corps in Thailand and Cambodia and regional/international journalists, and act as media spokesperson as needed.
- Serve as the communications contact point for International Rivers in Southeast Asia, working directly with the Communications Director based in the U.S. office.

Lobbying and Advocacy

- Together with the Southeast Asia Campaigns Team and regional and international partners, develop and implement short, medium and long term strategic planning for campaigns on the conservation and sustainable development of the Mekong Basin.
- Execute targeted strategies to dissuade project developers, governments and financiers from building and investing in destructive dams and other developments in the Mekong Basin and to support affected community efforts to seek redress and reparations for harm. With partners, advocate and lobby governments, international organizations and other stakeholders for improved water governance processes at national and regional levels, based on information transparency, public participation, and respect for human rights.
- Support the campaign efforts of river-dependent communities and civil society organizations in the region with information, strategic and technical input and advice.

Program Administrative Support

- Support the Southeast Asia team on program and office administration as needed, including managing funds requests and transfers, program management and reporting.

Skills and Experience Required

- Highly developed written and verbal communication skills in English.
- At least four years' experience conducting advocacy campaigns, preferably at the international level.

- Knowledge of Mekong region politics, developments and issues, including knowledge of hydropower issues.
- Excellent organizational, planning and interpersonal skills, including the ability to work both independently and within a team.
- Commitment to environmental integrity, social justice, human rights and the mission of International Rivers.
- Excellent computer skills.
- Willingness to travel and work in remote, and at times difficult, conditions.
- Self-motivated, work effectively under pressure and able to handle multiple projects at once.
- Good judgment and a sense of humor.
- Bachelor's degree or equivalent experience.

Desired Qualifications

- Ability to speak, read and write at least one regional language (Thai, Khmer, Lao or Vietnamese preferred).

To Apply:

Submit a cover letter, curriculum vitae, a brief writing sample, and a list of at least three references to: recruitmentsea@internationalrivers.org and include in the title of the email 'Application for Mekong Program Coordinator'. For any queries, please contact mharris@internationalrivers.org. The deadline for applications is Friday 9 June, 2017.