

**WORLD EVANGELICAL ALLIANCE
POSITION DESCRIPTION**



KEY POSITION INFORMATION	
Job Title	Communication & Administration Officer / Research Assistant
Reports to	International Director, IIRF
Department	International Institute for Religious Freedom (IIRF) WEA Global Advocacy
Date reviewed	19 May 2022

Founded in 1846, the World Evangelical Alliance has created and nurtured an unprecedented worldwide network of nine Regional and 143 National Alliances, as well as associated partners and organizations. Today, WEA is recognized as a major representative of more than 600 million Evangelical Christians ... and growing.

PURPOSE OF DEPARTMENT:

The International Institute for Religious Freedom (IIRF) was founded in 2007 with the mission to promote religious freedom for all faiths from an academic perspective. The IIRF aspires to be an authoritative voice on religious freedom. We provide reliable and unbiased data on religious freedom - beyond anecdotal evidence - to strengthen academic research on the topic and to inform public policy at all levels. Our research results are disseminated through the International Journal for Religious Freedom and other publications. A particular emphasis of the IIRF is to encourage the study of religious freedom in university institutions through its inclusion in educational curricula and by supporting postgraduate students with research projects.

The IIRF has a global presence with academic and advocacy partners on all continents. We perform original research and in collaboration with our partners. The IIRF is also a “meeting place” for all scholars that take an interest in religious freedom.

We understand Freedom of Religion and Belief (FoRB) as a fundamental and interdependent human right as described in Article 18 of the Universal Declaration on Human Rights. In line with CCPR General Comment No. 22, we view FoRB as a broad and multidimensional concept that needs to be protected for all faiths in all spheres of society.

PURPOSE OF POSITION:

This is a full-time position to assist the International Director in the daily operations of the IIRF and support its institutional development. The staff person will be the right hand of the International Director and will perform a wide variety of tasks, mainly in the fields of administration, communication and research assistance. The position is virtual and can be based anywhere in the world and work remotely (the International Director is based in Costa Rica).

MAJOR RESPONSIBILITIES

ROLE DIMENSION / DESCRIPTION	End Results Expected	TIME SPENT

I. Administration	<ul style="list-style-type: none"> - Coordinate the details of the activities of the office such as meetings, travel, event hosting based on the goals and objectives of the office. - Support fundraising efforts of the IIRF. - Support the IIRF internships and fellows programs by providing collaborators with relevant documentation and keeping records of agreements and reports. - Complete basic administrative tasks for office administration including ordering supplies and submitting invoices. - Email and calendar management. - Keep a watching brief on relevant engagement opportunities for the IIRF. 	30%
II. Communication	<ul style="list-style-type: none"> - Issue periodic newsletters and press releases. - Plan and manage webinars. - Be the liaison with partner organizations of the IIRF. - Prepare PowerPoint presentations and other promotional materials. - Attend meetings and events, represent IIRF and report on meetings. - Contribute to filming, video editing, subtitling, and publishing on IIRF social media channels. - Social media planning, engagement, monitoring and evaluation. - Document editing, reviewing and layout design. - Maintaining the constituency, partner and diplomat contacts up-to-date. - Provide support in virtual and in-person event communication 	35%
III. Research assistance	<ul style="list-style-type: none"> - News monitoring - Data entry - Data gathering (desk research) - Develop bibliographies - Develop summaries of research articles - Format papers for conferences and journals. - Editing and proofreading of publications. - Other editorial tasks. 	35%
		100%

REQUIREMENTS

Knowledge, Skills, Abilities: <i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i>		
Education	- Bachelor's degree in any of the social sciences	Essential
	- Master's degree in any of the social sciences	Preferred
Knowledge & Skills	- Proficiency in English (native speaker preferred)	Essential
	- Highly Organized: Gifted in Administration, and detailed work	
- Excellent Communicator: Both in written and oral communication using various methods and tools including social media for the IIRF and coordination with WEA communication department on press releases		
- Flexible and Adaptable: Handles high pressure situation with calm and wisdom, is willing to be involved in a wide variety of tasks, and is a problem solver who work autonomously.		
- High Level of Discretion: Due to the confidentiality of our work this is paramount.		
- Affinity for Technology: Proficient in communication and administrative software and the ability to learn new software easily.		
	- Affinity for Academia: Interest in academic	
	- Proficiency in any other major language (Mandarin, French, Spanish, German).	Preferred
	- Proficient in communications and office software (e.g. Microsoft Office suite)	
Experience	- Experience in multi-cultural settings	Essential
	- Experience in communication and/or research.	

<p>People Values of WEA</p>	<p>Relational: Relationships are key as we collaborate across evangelicals around the world.</p> <ul style="list-style-type: none"> - We do not work in silos but actively welcome cooperation. - We want to abide by an open consultative management style. - We will develop respectful relationships across the levels of the organizations as well as with external members. <p>Excellence: Our work is not mere performance. We want to support our people to work out of their gifts and for their work to be reflective of their service unto God.</p> <ul style="list-style-type: none"> - Our work responsibilities are clearly articulated and are reflective of individual spiritual gifts. - We want to recognize the value of an individual's gifts and help them actively develop them while serving at WEA. - Our collective work efforts will be channeled to develop strong and dynamic background systems within the organization. <p>Humility: As Christ followers, we recognize that it is Christ who qualifies us and enables us in our ministry. We do not have all the answers, we do not need to position ourselves.</p> <ul style="list-style-type: none"> - We are committed to continuous improvement. - We are freed to be who we are created to be. - We are not arrogant of our position and our achievements. <p>Globally oriented: Evangelicals all around the globe are made in the image of God. Representing this diversity, our operations will intentionally seek out different voices and unite them based on the gospel</p> <ul style="list-style-type: none"> - We are diverse. - Our united voice reflects our diversity. 	<p>Essential</p>
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Applicants are expected to affirm the WEA Statement of Faith.

APPLICATION PROCESS

Applications (cover letter and CV) must be sent to info@iirf.global before **Friday 24 June 2022**.