

## **Job Posting:**

### **People Care Coordinator**

*(Human Resources)*



#### **About Women Help Women:**

Women Help Women is an international non-profit organization set up in 2014 that works to improve access to medical abortion, particularly in restrictive settings, as well as to change social and cultural norms around abortion. To meet the needs of individuals, WHW runs a multilingual online service that supports access to abortion pills and contraceptives as well as information and counseling. We work with a network of partner organizations across the globe, including grassroots feminist activist groups, research organizations and international networks that are primarily operating in countries where access to safe abortion is restricted.

The staff of WHW is based in 16 countries across 4 regions (North America, Latin America and the Caribbean, Europe and Asia) and works predominantly online.

#### **About the role:**

The People Care Coordinator would work in collaboration with various programme-focused teams at WHW, often in a support and/or mentoring role, to set up stronger, equitable, internal policies and practices in the context of a growing and diverse organization with staff based across 4 regions.

Estimated hours per week: 20 (0,5 FTE)

Location: work may be performed anywhere in the world.

#### **Main tasks:**

##### **Organizational health and development:**

- Works with teams to ensure the adaptability and sustainability of the organization's non-hierarchical structures, so the organization stays true to its mission and Code of Ethics and other policies
- Takes a leading role in facilitating internal development around people's care (HR) policies, practices, processes, including periodically analyzing needs and gaps and proposing changes and internal re-organizations of roles and tasks
- Ensures consistency in high-level HR standards and practices, allowing flexibility within teams

##### **Hiring and development of staff:**

- Manages staff contract issues and leads the processes of adapting fair financial benefits and reimbursements systems across multiple countries
- Supports the recruitment, onboarding, training, and annual evaluation of other staff and interns
- Addresses changing personnel situations such as a sudden decrease or increase of workload, and helping team members to shift tasks
- Works to harmonize role and tasks divisions as the organization evolves

**Team support:**

- Team management, facilitation, and/or participation in internal development processes
- Helps teams develop skills and awareness of matters related to human resources
- Leads conflict resolution processes if needed
- Facilitates cohesive feedback and evaluation practices
- Helps build up the culture of self-management and encourages non-centralized practices through coaching and mentorship around managerial matters as needed
- Forms and convenes a new People Care Team to work on collective care and self-care practices for the WHW team, such as providing supports to prevent stress and burnout, and helping staff recover their health

**Candidate's profile:**

- Has strong management skills and multi-year experience in human resources
- Has experience working in feminist organizations, and in supporting self-managing processes and horizontal structures
- Has experience managing multicultural staff, understanding that contacts will be virtual and not in-person
- Is highly perceptive to organizational needs and opportunities for improvements
- Appreciates the value of transparency and accountability and works to achieve both
- Has a focus on self and collective care, and is committed to the well-being of staff
- Is an excellent communicator, including a demonstrated ability to facilitate complex conversations and implement difficult decisions
- Is skilled in resolving conflicts, with an established track record in dealing with staff and delivering constructive feedback with a view to improving skill development and team dynamics
- Has an informed anti-oppression perspective, with a good understanding of structural inequality and soft power dynamics in the context of South/North and East/West
- Understands holistic security and the challenges of activist work in hostile environments, and is able to reflect this in their HR work and policies
- Is familiar with global politics and activism around sexual and reproductive health and rights
- Is aligned in values and commitment to reproductive justice and access to safe abortion
- Is fluent in English, with fluency/ability in other languages a major asset

**What we can offer:**

An opportunity to co-develop core people's care practices and policies in an activist organization working on cutting edge strategies to put abortion and contraception access directly into the hands of those in need across many geographies and contexts.

The salary will depend on the location of the employee. Secondary employment benefits will apply.

Travel for team meetings may be required.

Please send a cover letter and CV to [partner@womenhelp.org](mailto:partner@womenhelp.org) by 12 September 2021.