

Thousand Currents

Job Description

Title:	Program Manager, Latin America
Location:	Remote, Flexible
Position:	One year consultancy (with possibility of renewal)
Team:	Grassroots Partnerships
Position Reports	Regional Director, Latin America

Background

Thousand Currents partners with an ecosystem of formations, including, but not limited to, movements, grassroots groups, and research institutions, in Africa, Asia and the Pacific, and Latin America that are working on food sovereignty, climate justice, and alternative economies. We prioritize supporting grassroots formations that are mainly led by women, youth, Indigenous and Afro-descendant Peoples.

The Program Manager will deepen the support for existing, and new partners and offer broad support for our program's work in Latin America, as we expand our operations in new regions of Latin America and the Caribbean.

Position Summary

The Program Manager, Latin America, will work under the supervision of the Regional Director, Latin America to deepen the programmatic work in food sovereignty, alternative economics, and climate justice in Latin America and the Caribbean with a focus on formations led by and/or centering, women, youth, Indigenous and Afro-descendants Peoples.

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The Program Manager will be responsible for conducting knowledge collection and research and will develop proposals on how Thousand Currents can explore and/or integrate new forms of collaboration or partnerships with grassroots organizations working on the thematic areas of focus for Thousand Currents.

The Program Manager will support building relationships with peer members to exchange information, learnings and insights. In addition, the Program Manager will develop and write reports, blogs, and present at strategic spaces to share Thousand Currents learnings on supporting grassroots movements in Latin America and the Caribbean.

The Program Manager will work as an integrated part of the Thousand Currents regional team, participating in program team and staff meetings, as well as retreats and other relevant convenings.

ESSENTIAL FUNCTIONS

Partnership Development and Grantmaking (approximately 80% of time)

- Write up and update partnership recommendation forms, as well as partner descriptions for all currents and potential partners in Latin America and the Caribbean (in English).
- Research, develop and present ideas for strategic initiatives designed to have a broader impact on Thousand Currents' program areas, including deeper engagement with formations led by adolescent girls, young women, and Indigenous and Afro-descendant Peoples.
- Research and identify potential partners, and make grantmaking recommendations to Regional Director, Latin America, which includes writing up partnership recommendation forms.
- Contribute to Thousand Currents communications efforts by writing, editing and contributing to think pieces and blogs.

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- In collaboration with the Grants Manager, manage the grantmaking timelines and time frames, and provide regional grantmaking administrative support.
- Support analysis and write programmatic reports with particular attention to Latin America's programmatic strategy.

Learning and Evaluation (approximately 10% of time)

- Maintain and deepen understanding of regional news and international trends in development, especially key issues in the countries and regions where Thousand Currents' partners are located.
- Support periodic revisions of program processes including but not limited to: partner selection criteria and indicators, learning and evaluation procedures, and security protocols.

Organization-wide learning, cross-program partnership and administrative efficiency (approximately 10% of time)

- This position contributes to Thousand Currents' culture of experimentation, teamwork and continuous learning, and does what it takes to ensure that Thousand Currents staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:
 - Showing up fully for learning and planning activities, including staff meetings, retreats, trainings, planning and strategy sessions.
 - Pitching in when needed for organization-wide activities, such as the Thousand Currents Academy, annual events, fundraising drives, partner visits, etc.
- Liaising and following up with relevant volunteers and interns, especially interpreters and translators, and ensuring that they have a positive learning experience at Thousand Currents.
- Managing your own regular administration, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

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Note: *Thousand Currents is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions, but does not prescribe or restrict the tasks that may be assigned.*

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience with and deep knowledge of grassroots organizing, food sovereignty, climate justice and economic justice issues in Latin America and/or the Caribbean including:

- At least 5 years of experience in working with grassroots groups, organizations and/or movements; or at least 5 years of experience working within the philanthropic sector
- Have worked and/or has deep knowledge in our three focus areas: food sovereignty, alternative economies and climate justice.
- Have worked and/or has deep knowledge in one or more of the following regions: Amazon, Andean, Caribbean regions.
- Strong intersectional politics and demonstrated commitment to gender, racial, economic, environmental, and social justice.
- Strong communication and writing skills in English, including an ability to hold nuance and navigate community, organizational, and movement dynamics.
- The applicants must demonstrate their capacity to read and interpret documents in Spanish and hold conversations with a native Spanish speaker.
- Experience and clarity working around issues of power, racism, sexism, privilege, class and wealth.
- Cultural competence; strategic thinker and rigorous executer with strong attention to detail;
- Strong oral and written presentation skills;
- Strong judgment and discretion in dealing with sensitive information;
- Excellent organization skills; computer skills – MAC environment, MS office, comfortable and confident working independently and remotely as well as part of a team in a collaborative environment.

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ADDITIONAL

- Speak Portuguese an indigenous language and/or an Afrodescendent language (garifuna, palenquero, afro-yunga, creole, patua and others).
- Work and/or life experience in the Amazon region or in an environment where an indigenous or African diaspora language is predominantly spoken.

EDUCATION AND EXPERIENCE:

Bachelor's Degree or equivalent experience in a relevant field; Minimum 5 years' of experience in program management, resource mobilization, communications work and/or other relevant work. Comfortable with social media platforms like Facebook, Twitter, and Instagram; Experience in two or more of these fields: philanthropy, social justice work, non-profit management, cultural production; direct work and/or life experience in Latin America and/or Caribbean.

PHYSICAL REQUIREMENTS: The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As Thousand Currents staff work in a number of locations and come together for meetings on occasion all staff must be able to travel by car and plane to meetings at locations nationally and internationally. Availability to travel and maintenance of a valid passport is required. National or international travel represents approximately 20% of the time for this position. Thousand Currents will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EQUAL EMPLOYMENT OPPORTUNITY: Thousand Currents is an equal opportunity employer. We strongly encourage and seek applications from women, people

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of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

FEE:

\$40,000 USD in monthly installments over a 12 month period. The Program Manager will be reimbursed by Thousand Currents for any approved costs (travel, communications, supplies) incurred as it relates to the aforementioned duties. Thousand Currents will also provide health care reimbursement up to a max of \$4,500 USD.

HOW TO APPLY:

Please submit a cover letter, maximum of one page, and resume to jobs@thousandcurrents.org with "Program Manager LA" in the subject line by September 4, 2020. The ideal start date for this work is October 5, 2020.

Due to the volume of applications we will only contact applicants that have been moved to interview rounds.