

US IUU/Labor Rights Coalition

Draft Job Description

September 2023

Coalition Facilitator and Coordinator

The US IUU/Labor Rights Coalition is seeking a professional with facilitation skills, fisheries and/or human rights policy expertise, and relevant networks to serve as our Coalition Facilitator and Coordinator. While this role currently exists, we are seeking to evolve and expand the scope of the position, which will require a specific skill set as described below.

About the US IUU/Labor Rights Coalition

The US IUU-Labor Rights Coalition was formed in June 2020 to become a platform for convergence of understanding and action across its participating groups. The coalition has evolved from an information-sharing entity to one desiring harmonized advocacy. The Coalition aims to foster increased coordination and collaboration among labor rights groups and environmental NGOs on issues of IUU and human rights in fisheries in increasingly integrated ways.

While cohesion and heightened engagement among participating groups has taken some time, the group is now on the cusp of substantial steps forward together in support of a common goal:

To strengthen US leadership to combat IUU fishing and forced labor globally by leveraging and creating U.S. government mechanisms to make the United States a world leader in ending illegal, unreported & unregulated fishing (IUU) and human/forced labor issues in global fisheries. We will do this by utilizing the collective influence and integrated advocacy of participating organizations while enhancing each participating group's individual work.

Description of Opportunity

The Coalition Facilitator and Coordinator is the operational focal point of the Coalition, with direct responsibility for managing the coalition, its activities, and fostering an inclusive and collaborative culture across the interconnected issues of IUU and labor and human rights.

The role is guided by the Coalition's four-person steering committee.

Specific responsibilities include:

- Active management and coordination of a coalition of approximately 20 environmental and human rights NGOs focused on addressing the problems of IUU fishing and human rights by leveraging and improving US policy mechanisms to affect global change.

- Facilitating the development, coordination, and execution of short- and long-term strategies, action plans, campaigns, and tactical approaches. Schedule and facilitate coalition meetings.
- Management and oversight of all third-party resources, including marketing, communications, lobbying and writing resources, when required.
- Development and/or management of Coalition tools/resources including Google Groups, Google Docs, future resource portal and future Client Relationship Management (CRM) tool.
- Planning and coordination of all required discussions/meetings – both virtual and in person.
- Coordination of the Coalition’s four-person steering committee, which provides guidance to the Coalition Coordinator and other third-party consultants to ensure priorities and plans are effectively addressed, as well as the ongoing operation of the Coalition.
- Management of common budget and appropriate reporting to funders on activities and outcomes and grant writing on behalf of the Coalition.
- Regular communication with IUU- and worker rights-related coalitions in the U.S. and globally to share key learnings and align initiatives where feasible, while also ensuring redundancies and conflicts or effort are avoided.
- Additional responsibilities may include outreach to Congressional and Administrative offices, drafting talking points, preparing coalition materials (e.g., fact sheets, white papers, copy for comms materials).
- Scheduling meetings for the coalition steering committee and others with federal officials, congressional staff, and other stakeholders.

The ideal candidate would:

- Be an independent contractor, i.e., they would not be an active employee or consultant for any member organization. We expect this role to be a part-time position that will

take approximately 20 hours per week. There is a possibility this need could expand over time.

- Have strong leadership capabilities, including the ability to manage and lead regular meetings with up to 30 coalition participants.
- Expertise facilitating meetings and finding consensus among diverse interests to identify shared goals and tasks.
- The ability to turn coalition member ideas and goals into tangible activities and action points. The contractor will lead on implementation of these activities, or otherwise manage and coordinate coalition members' implementation of these activities.
- Have strong organizational and project management skills, including the ability to manage and organize information about ongoing projects and initiatives by coalition members.
- Be an excellent facilitator, including the ability to facilitate discussions amongst a large and diversified coalition and with experience supporting coalitions in their early stages.
- Be adept at ensuring a positive and inclusive culture among diverse groups and interests.
- Have a US policy background. Some knowledge of IUU and/or human rights challenges in global fisheries preferred.
- Excellent written communicator, including legislative writing and writing documents collaboratively.
- Have established relationships in federal and state governments and regulatory bodies that could be directly engaged on behalf of the Coalition.

Compensation

- As this is expected to be a part-time consulting role (approximately 50% time), compensation will be based on the individual candidate's expertise and skill set. Potential hourly range is \$80-\$150 per hour.

Expressions of Interest

Individuals interested in this position should provide a cover letter and resume to robin.teets@ariastrategies.com.