



Pursuing Global Justice  
Through Grassroots Change

## **Grants Temp, Haiti New York, NY**

### **Position Summary:**

American Jewish World Service (AJWS) is an international development organization motivated by Judaism's imperative to pursue justice. AJWS is dedicated to alleviating poverty, hunger and disease among the people of the developing world regardless of race, religion or nationality. Through grants to grassroots organizations, volunteer service, advocacy and education, AJWS fosters civil society, sustainable development and human rights for all people, while promoting the values and responsibilities of global citizenship within the Jewish community. For more information, visit [www.ajws.org](http://www.ajws.org).

AJWS' Grants Department supports non-governmental organizations (NGOs) and community-based organizations (CBOs) undertaking grassroots community development and human rights initiatives in select countries in Africa, Asia, Latin America and the Caribbean. In the context of the communities where we work, grassroots refers to the organized communities, who undertake the planning, implementation, and evaluation of projects and mobilize to seek access to power and resources for their own development. AJWS supports organizations working in the areas of sustainable livelihoods and development, community health, education for all, community engagement in conflict resolution and emergencies, and community-led human rights campaigns.

The grants department seeks a temp (3-6 months) who will be responsible for assisting the Latin American and Caribbean team with its Haiti grantmaking portfolio by providing administrative support, assistance to the proposal development process and responding to internal and external requests for information, in the lead-up to the Fall 2010 docket presented to the AJWS Board of Directors, as well as post-docket follow-up, as needed. The temp will also provide assistance to the service department in the development of their volunteer program for Haiti.

### **Responsibilities include (but are not limited to):**

- Review new and renewal proposals for the funding cycle;
- Communicate with grantee organization to hone and clarify proposed activities;
- Maintain updated information on Haiti grants in database;
- Work with program officer on individual projects as needed, i.e. award nominations, logistics for upcoming international meetings, etc.;
- Write grant recommendations for the AJWS Board;
- Prepare grant agreement contracts;
- Perform other administrative and programmatic tasks as requested.

### **Qualifications:**

- BA/BS required;
- Three years of program work at an international development, human rights or grantmaking organization;
- Proficiency in reading, writing and speaking Kreyol and / or French;;
- Excellent writing and analytical skills;
- Working understanding of human rights norms and practices, global development theory and grassroots social movement building;
- Strong interpersonal and communication skills;
- Team player and flexible about the challenges of working in a fast-paced environment with shifting priorities;
- Highly organized, with the proven ability to work independently, prioritize and complete multiple projects, meet deadlines, and maintain consistent attention to detail.

**Additional Qualifications:**

- Ability to work in and with diverse communities;
- Experience with grant application or management, strategic planning and other organizational development skills preferred;
- Flexible work style and an interest in being a part of a dynamic and evolving team and organization;
- Experience with, and commitment to, social justice and human rights movements;
- Commitment and passion for the work of AJWS.

**How to apply:**

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, (both in Word format) to “Adriana Ermoli” at [www.opportunities@ajws.org](mailto:www.opportunities@ajws.org) subject line “Grants Temp, Haiti.” Applications will be reviewed on a rolling basis.