

European Liaison Consultant Job

1 year term

Remote Position – Europe focused

The American Friends Service Committee is a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, we nurture the seeds of change and respect for human life that transform social relations and systems.

The Europe Liaison consultant will work to further the Europe-based policy advocacy and network-relationship building objectives set by international programs leadership. The consultant will work with the Associate General Secretaries for International Programs and Advancement and their teams to elevate the issues of peace and justice identified by our programs.

For example, the Salama Hub is a consortium between AFSC and the All-Africa Conference of Churches (AACC). The hub was established in 2021 to facilitate collaboration between African civil societies and institutional stakeholders in Africa, Europe, and the United States to advance peace and stability in the Horn of Africa. The hub connects civil society, researchers, and advocates with policymaking institutions, such as the African Union, the U.S. (United States) Congress, and the European Union. This consultancy will help map out relationships in Europe that will further the advocacy goals of AFSC.

The consultant, led by the AFSC Peacebuilding goal in our 10-year strategic plan, will track trends in peacebuilding activity and funding in Europe. They will identify key offices and potential partners with attention to European Friends organizations; and stay abreast of the relevant realities affecting funding, peace policies, practices and narratives, emerging issues, and policy developments in Europe. They attend external meetings and conferences, build relations with external actors, create resource documents, and speak publicly on behalf of AFSC when appropriate. This is a one-year consultancy.

The key responsibilities of the coordinator include the following:

Program Development and Implementation (50% of role)

1. Participate in and/or facilitate external meetings and conferences to discuss priority issues identified by International Programs, with a focus on East Africa/Horn of Africa and the Middle East.
2. Collect information and analysis from IP (International Programs) and package for policy audiences in Europe; in the context of doing so, manage confidential materials and information.
3. Build relationships with relevant key bodies and decision makers.

4. Plan, lead or coordinate campaigns, delegations, and speaking and study tours as approved in the strategies, in consultation with the appropriate AFSC bodies.

5. Keep abreast of current political and security developments and contextual realities in the region, and research and produce analytical educational materials and analysis for internal usage.

Networking and relationship building with partners, donors, other bodies (50%)

6. Actively participate in meetings on peace, security, and militarism, content development, reporting and monitoring and evaluation efforts.

7. Serve as an AFSC liaison to the European Union on peace issues and provide verbal and written briefings and updates to appropriate audiences, as needed.

8. Facilitate collaboration between staff members on advocacy themes throughout AFSC and convene advocacy related calls with relevant persons, as necessary.

9. Stewarding relationships with current and prospective institutional donors in the EU (European Union) and UK, with a primary focus on Africa and the Middle East.

10. Seeking out and coordinating with current and prospective programmatic partners, consortia members, government offices, including those with central offices of NGO (nongovernmental organization) with HQ located in Europe with the goal of building a network of champions for peace work and AFSC programs.

11. Monitor and track key funding opportunities, including developing and administering systems in Salesforce for record-keeping and moves management, and communicating with colleagues across AFSC.

12. Working in coordination with the Advancement division and within International Programs to facilitate regular meetings on priority-setting and review.

13. Working in coordination with the Advancement division including the Director of Grants to create proposals and briefing materials for institutional funders and select individual donors as appropriate.

EDUCATION: Graduated degree or the equivalent related experience in social policy, peace studies, conflict resolution, political science, international relations, law, or a related area studies field is required.

EXPERIENCE:

1. Ten years' experience or more in policy analysis, research, and advocacy work, including significant prior work experience in Europe.

2. Understanding of the E.U. (European Union) (European Union). political processes and demonstrated ability to connect with government officials, congressional staffers, multilateral organizations, key funders, and policy makers.

3. At least two years' experience living and working in the global south.

4. Demonstrated success in coalition-building, constituency outreach, public education, and working with academics, policy experts, and key non-governmental actors
5. Demonstrated experience fundraising and supporting strategic relationships.
6. Ability to connect with diverse audiences, negotiate and influence situations using tact and diplomacy—both internally and externally.

OTHER REQUIRED SKILLS AND ABILITIES:

1. Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
2. Understanding of and commitment to the principles, concerns, and considerations of AFSC regarding race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.
3. Demonstrated high level of professional skill in written and oral communication in English. Skill in a French a plus.

Submission of Applications: Interested consultants should submit their application, including a cover letter, CV to InternationalHR@afsc.org by Monday September 25th. For any questions or clarifications please contact the email provided.