The International Association for Feminist Economics (IAFFE) is seeking a Program Associate to implement IAFFE’s communications strategy, to facilitate the work of IAFFE Committees, and to support IAFFE’s programs. We are seeking a motivated, organized individual with experience in journalism, web management or marketing. This is a remote, staff position.

About IAFFE
IAFFE is an open, diverse community of academics, researchers, activists, development practitioners and policy makers from around the world. Our common cause is to further feminist, gender-aware and inclusive economic inquiry and policy analysis with the goal of enhancing the well-being of children, women, and men in local, national, and transnational communities. We seek to open new critical areas of economic inquiry and encourage critical exchanges. IAFFE’s operations are overseen by the Board of Directors and conducted by IAFFE’s staff and two dozen Committees consisting of volunteer members. Transparency, inclusiveness and active member participation are important principles of IAFFE’s governance.

About the Role
Reporting to the Managing Director and working closely with the Communications and Online Events Committees the Program Associate – Communications will have the following overall responsibilities:

- Coordinate and implement IAFFE’s communications and outreach activities;
- Maintain and develop IAFFE’s media and social media presence;
- Facilitate the work of relevant IAFFE Committees (notably Communications, Online Events and Publications);
- Support IAFFE’s Board of Directors, Managing Director, Operations and other Committees as necessary,

Specifically, the Associate’s main tasks will be:

Communications:

- Work with the Managing Director and the Communications Committee to align IAFFE communications with IAFFE’s strategic objectives.
- Assist in the development of a communications and outreach strategy for IAFFE.
• Maintain IAFFE’s website, including soliciting and writing copy, ensuring all content is correct and up-to-date, and troubleshooting and resolving any website problems.
• Write and send monthly IAFFE newsletters, including news from members, elections, donations and online events.
• Collaborate with the Communications Committee to develop and implement social media strategies to increase IAFFE awareness and engagement, including creating compelling and original content across various platforms (Instagram, LinkedIn, Mastodon, etc.) on a regular posting schedule.
• Engage with our audience, respond to comments, and cultivate a strong community presence.
• Work with Communications Committee on set-up and account and password management for any new communication tools, content and platforms.
• Develop and maintain a list of press contacts and news outlets with a view to increasing IAFFE’s media presence.
• Facilitate communication regarding IAFFE online events, including publicizing them in our and any other relevant partner networks, adding them to the website calendar, and disseminating event recordings and key takeaways on IAFFE’s social media.
• Prepare and distribute other IAFFE communications as required.
• Monitor whether IAFFE’s communications and outreach strategy is meeting its objectives.

Online Events:

• Work with IAFFE’s Online Events Committee to set up online events, ensuring all relevant information is shared with organizers and participants, creating registration pages in a timely manner, and communicating about the events effectively.
• Coordinate interpretation and translation for online events where requested, and track and provide updates on the annual budget.
• Provide technical and facilitation support to online event planners before and during the event.
• Curate repository of past online events.

Program Administration:

• Work with IAFFE’s Managing Director and appropriate Committees to administer certifications, prizes (Rhonda Williams Prize, Agarwal Book Prize) and events such as IAFFE’s twice-yearly Book Celebration.

Committee and Program Facilitation and Support:

• Provide administrative support for IAFFE Committees, Board and Managing Director, including maintaining calendars, scheduling meetings, record-keeping and uploading Committee minutes.
• Support Committees with operationalizing programming, including but not limited to Communications, Online Events and Publications.
• Communicate and follow-up regularly with Committee Chairs.
• In collaboration with other staff, facilitate exchange of information between IAFFE Committees.
• Collect and distribute Committee Reports to Board and Membership Meetings in December and May.
• Other Committee support tasks as required.

General IAFFE support:
• Support other IAFFE activities, including relating to the Annual Conference, as required.

Background & Skills

Required:
• At least 5 years experience in one or more of the following or similar areas:
  - Journalism
  - Web design / Website management
  - Social media community management
  - Producing internal and external communications
  - Outreach or marketing.
• Proven experience in managing social media platforms for a brand or organization.
• Proficiency in social media management tools and analytics.
• Experience with web management.
• Demonstrated experience of project management.
• Proven ability to coordinate and support a team.
• Excellent organizational and time management skills.
• Highly comfortable with IT and remote working tools, including advanced zoom skills and project management software.
• Excellent interpersonal and customer service skills.
• Excellent communication ability, both written and verbal.
• Demonstrated flexibility, drive, and ability to work autonomously and communicate effectively in a remote, minimally-structured environment.
• Demonstrated ability to keep projects on time with multiple stakeholders informed.
• Familiarity with the academic world and experience with non-profit/non-governmental organizations.
• Familiarity with feminist economics and demonstrable commitment to IAFFE’s core principles.
• Bachelor’s Degree.
• Proficiency in English.
• Ability to work in another language (preferably Spanish) would be an asset.

Practical aspects

Time commitment: preferably full-time but 80% of a full-time equivalent would be considered.
Compensation: 44’000 - 50’000 USD plus benefits (pro rata) per annum, depending on skills, qualifications and location.
**Location:** flexible/remote.

**Work hours:** flexible but please note that you will be asked to be available for meetings and events, most of which take place between 8.30am-12.30pm ET.

**Required Paid Work Travel:** IAFFE Annual Conference and related events in Rome, July 1-6, 2024, and subsequent annual conferences in June or July each year.

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**To apply**

Please send your CV (maximum 2 pages) and a cover letter (maximum one page) in one PDF document to admin@iaffe.org no later than 16 January 2024, indicating “Program Associate - Communications” in the subject line.

We expect to hold interviews online 24-26 January 2024.

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Candidates from or residing in the Global South are encouraged to apply, as are candidates from underrepresented groups.

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IAFFE does not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation, disability, marital status, political affiliation, source of income, veteran status, or any other bases under international law or US federal law.