



IAP2 International – Position Description

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| Title: | Independent Contractor – Engagement & Project Coordinator |
| Reports to: | Executive Manager |
| Direct Reports: | None |
| Term: | Flat monthly rate, estimated 35 to 45 hours per month, initially through June 30, 2021, with renewal opportunity |
| Location: | Virtual Office |
| Compensation: | Flat monthly rate of \$2,200 USD, commensurate with experience |

The International Association for Public Participation (IAP2) is the preeminent international organization advancing the practice of public participation (P2). Since founding in 1990, our mission is to advance and extend the practice of public participation through professional development, certification, standards of practice, core values, advocacy and key initiatives with strategic partners around the world.

IAP2 consists of an international body with regional and national affiliates including Australasia, Canada, Indonesia, Southern Africa and the United States, along with emerging areas of practice in Latin America and elsewhere. Each entity is governed and operated independently with many opportunities for collaboration.

IAP2 is undertaking a global change initiative designed to deliver a strong International organisation and strong regional bodies. As part of the global change initiative, the International Board established the Global Practice Development Committee (GPDC), whose purpose is to support the ongoing development of the practice. To learn more about this project, visit letstalkiap2.org.

IAP2 is currently seeking an **IAP2 Member** to provide engagement coordination and project management services to IAP2 International in support of the Global Practice Development Committee (GPDC).

Position Scope:

Under the direction of the Executive Manager (in consultation with the International Board and GPDC), and within the framework of the Bylaws and Strategic Plan, the **Engagement and Project Coordinator** will provide support in the following areas:

Responsibilities and Duties Include:

- **Engagement Coordination (10 to 15 hours per month)**
 - Meet regularly with the GPDC Engagement Subcommittee to seek direction and collaborate on engagement approaches;
 - Provide logistical and communications support to implement the GPDC engagement plan (e.g. coordinate engagement webinars or ‘conversation cafes’, coordinate and develop informational videos, draft regular newsletter communications, etc.);

- Develop relationships with key stakeholders to build trust and surface opportunities for improved engagement;
 - Proactively identify opportunities for meaningful engagement that align with GPDC's goals, projects, and principles; and
 - Identify and bring forward risks and concerns related to GPDC's engagement activities, while suggesting alternative approaches, mitigation strategies, or solutions.
- **Project Coordination (10 to 15 hours per month)**
 - Collaborate with Professional Development Managers from IAP2 International and IAP2 Australasia to effectively and efficiently implement the trainer transition licensing process, which may include but is not limited to:
 - Frequent communications with licensed IAP2 trainers;
 - Tracking interests, progress, concerns, and questions from trainers;
 - Develop the tools, materials and resources to support the trainer transition policy and process;
 - Coordinating and hosting group learning sessions for trainers to become familiar with the new curriculum;
 - Communicating with IAP2 Regions regarding the status of trainers in their Region to become licensed;
 - Coordinating assessment of trainers, including communications with assessors;
 - Document management; and
 - Proactively identifying risks and opportunities related to the transition licensing process, while suggesting alternative approaches, mitigation strategies, or solutions.
- **Administrative Coordination for GPDC and other IAP2 operations (10 to 15 hours per month)**
 - Develop meeting agendas in collaboration with GPDC co-chairs;
 - Take meeting minutes, including identifying and following up on key actions;
 - Coordinate a review of the GPDC Terms of Reference and operating model; and
 - Proactively identify risks and opportunities related to the smooth functioning of the GPDC, while suggesting alternative approaches, mitigation strategies, or solutions.
 - Participate in weekly International staff meetings.

Required Knowledge and Skills:

- Familiarity with IAP2 and its foundational principles for effective and meaningful engagement.
- Completion of the IAP2 Foundations in Public Participation or Certificate in Engagement training.
- Demonstrated knowledge and experience in engagement with highly-invested stakeholders in complex environments.
- Excellent communication and interpersonal skills with demonstrated cross-cultural collaboration.
- Demonstrated knowledge and experience in project management.
- Ability to prioritize and manage a variety of activities with attention to detail.
- Ability to work collaboratively as a member of the IAP2 team in a fast-paced environment and across time zones.
- Strong knowledge of MS Office, Google Drive, Dropbox, and other software platforms.
- Demonstrated experience with online engagement tools and platforms.
- Ability to work independently from remote location (virtual office).
- Position does not require out of town travel.

Applications:

1. Open to Members of IAP2 in good standing
2. Applications must reach our inbox by no later than the specified closing date Monday, October 12 at 5:00 PM, PST (US/Canada).
3. Applications will be accepted by email only to operations@iap2.org. You will receive an email confirming receipt of your application within 48 hours of submission.
4. Apart from your detailed resume, include a covering letter stating why you are applying for the position and giving details of how you may be contacted along with your statement addressing the job requirements.
5. Include contact information for three professional references (current/prior employers preferred).
6. Only applications in written English will be accepted.
7. All applications received will become the property of IAP2 and cannot be returned to unsuccessful applicants. Please do not submit original documents.

Interviews:

IAP2 anticipates virtual interviews with selected applicants will be scheduled during the week of October 12. Specific dates and times will be provided to the selected applicants.

Commencement:

Upon execution of a contract, the Engagement and Project Coordinator will onboard with the IAP2 Executive Manager and GPDC as soon as possible.