



PEOPLE FOR EQUALITY AND RELIEF IN LANKA

1629 K Street, Suite 300 | Washington, D.C. 20006 | www.pearlaction.org | contact@pearlaction.org

Job Opportunity: PEARL is seeking a part-time Operations Officer to join our team!

People for Equality and Relief in Lanka (PEARL) is a 501(c)3 non-profit organization led by human rights activists concerned about the situation in Sri Lanka. PEARL was formed in 2005 by volunteers who went to Sri Lanka and witnessed the human rights violations and the hardships of Tamil civilians affected by the conflict. Upon their return to the U.S. they created PEARL to increase engagement between Americans and elected officials and to urge the U.S. government to play a role in improving human rights in Sri Lanka. Our mission is to advocate for justice and self-determination for the Tamil people in the North-East of Sri Lanka. Our vision is for a Tamil nation that is inclusive, free from oppression and able to determine its own future. For over a decade, PEARL has been advocating for human rights in Sri Lanka with U.S. policy makers, the United Nations, European Union and other governmental and non-governmental organizations. We conduct innovative research and analysis, centred in the experiences of Tamil victim-survivors, to report on key issues affecting the North-East of the island.

The Operations Officer will be an independent, creative, and innovative young professional with experience in communications, fundraising, and event-planning. With PEARL, you will help develop and implement both a communications and fundraising plan, as well as support some of our campaigns and advocacy. The work of the Operations Officer will be critical to the effective implementation of our 2019 - 2023 strategic plan. This role reports to the Executive Director.

Responsibilities and Tasks

Communications (40%)

- Develop a comprehensive communications plan for the organization, which includes digital and traditional media forms.
- Coordinate and manage our social media presence (Facebook, Twitter, Instagram)
- Update website content as necessary.
- Lead graphic design projects, including briefs, publications, and other graphics.

Fundraising (40%)

- Develop a comprehensive fundraising plan for the organization, which includes grant seeking, monthly giving, and donor engagement.
- Coordinate all donor communications, including thank-you letters, social media, and newsletters.
- Help prepare materials for identified funding opportunities.
- Support the identification of new opportunities to add to our list of prospective donors.
- Develop compelling proposals and other narrative materials for prospective donors, including tools to approach foundations, private sector stakeholders and individual donors.
- Engage with and increase monthly giving activities.
- Coordinate fundraising events across the United States, Canada, and the United Kingdom.



Event Planning (20%)

- Support the preparation and execution of PEARL events, including our campaigns.

Requirements

- 2+ years in communications, fundraising, program management, and event planning, preferably with a not-for-profit organization.
- Understanding of the Tamil genocide and Tamil politics/history/culture.
- Experience with Tamil civil society organizations and broader Tamil diaspora organizing and engagement.
- Experience with grantseeking, including identification and writing.
- Experience with social media and other communication tools.
- Excellent skills in graphic design (Adobe Creative Suite is an asset)
- Web design skills, including familiarity with Wordpress.
- Excellent communication skills in English, other languages are desirable.
- Ability to work on some evenings and weekends with sufficient notice
- Ability to work with volunteers, including those from various parts of the world.
- Ability to work proactively, independently and remotely, with little supervision.
- Basic knowledge of Tamil language preferred, either written or spoken.
- Able to travel for events and meetings.

Details

This is a part-time (25 hrs/week), 6-month contract with the possibility of renewal based on funding. The salary range for this position is between \$33,600 - \$40,320 USD, prorated for part-time hours, based on skills and experience. This position is a remote position, with a preference for the United States, Canada, or the United Kingdom. Preference will be given to members of the Tamil community with a demonstrable commitment to activism.

How to Apply

To apply, please send your resume, cover letter, and two references to Athavarn Srikantharajah, Project Manager, at asrikantharajah@pearlaction.org. Applications are due Friday, February 22nd, 2019 at 11:59 PM EST. Please feel free to contact us at anytime if you have questions about the application process.

PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from womyn, members of the LGBTQ+ community, and all other equity-seeking groups. Accommodation can be provided throughout the selection process, as long as candidates make their needs known in advance.