



# PEOPLE FOR EQUALITY AND RELIEF IN LANKA

1629 K Street, Suite 300 | Washington, D.C. 20006 | [pearlaction.org](http://pearlaction.org) | [contact@pearlaction.org](mailto:contact@pearlaction.org)

## PEARL Advocacy Officer – Washington, DC Job Description

*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.*

**Position:** Advocacy Officer based in Washington, DC; 10 hours per week; for a term of 1 year.

**Hourly rate:** \$15 USD per hour

### **PEARL Advocacy Team**

Our Advocacy team conducts consistent and thorough engagement with the international community. This includes the United Nations in New York and Geneva, as well as the governments of the United States, Canada and other countries. PEARL provides policymakers with information, data, and analysis to influence formulation of policies and practices regarding Sri Lanka. Our team has presented PEARL's work at the U.S. Congress and at the United Nations Human Rights Council and engages in meetings with senior politicians and diplomats. We are currently expanding our advocacy team to nurture existing relationships with the U.S. Congress and other U.S. agencies, with scope for further expansion.

### **Background to role**

The Advocacy Officer will work with the Senior Advocacy Officer (US), other Advocacy Officers (US), and the wider global Advocacy team. You will work closely with the Senior Advocacy Officer in implementing a work plan focused on engaging the U.S. Congress. The U.S. Advocacy team will analyze the U.S.' responses in the last two years on developments in Sri Lanka and map its engagement across its multiple bodies with Sri Lanka, including on foreign policy, defence, trade, and development. You may be asked to travel for this role.

PEARL will provide the necessary training and coaching required in order to fulfil the responsibilities of this role, including a training course on advocacy. PEARL will also provide monthly Advocacy Team check-ins and monthly individual check-ins, to discuss progress and navigate issues as they arise.

### **Main tasks**

- Implement country-specific strategic work plan, to be updated annually



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- Support US Advocacy team in identifying and tracking country-specific engagement with Sri Lanka
- Work with US Advocacy team to brief diplomats, foreign service officers and politicians on developments in Sri Lanka
- Maintain regular communications with said officials
- Draft briefing documents, statements, and op-eds pertaining to Sri Lanka's human rights record
- Train and work with volunteers in-country on advocacy projects
- Host and/or participate in advocacy or policy events in country capital (eg. panel discussions, exhibitions)

### **Skills required**

- Excellent communication skills, including writing briefs and notes to be shared with the Advocacy Team and beyond
- Strong English language skills
- Organizational capability
- Event management
- Willingness to speak to local and international media (training will be provided)
- Ability to work proactively and collaboratively across country-specific Advocacy teams and with larger PEARL team
- Presenting and speaking to senior officials and large groups

### **Skills preferred**

- Writing in-depth policy documents or reports
- Tamil language skills
- Access to a vehicle and a valid driver's license

### ***How to Apply***

To apply, please send your resume, cover letter, and two references to Mario Arulthas, Strategic Advisor, at [careers@pearlaction.org](mailto:careers@pearlaction.org). Applications are due **Friday, April 30, 2021 at 11:59 PM Eastern Standard Time**. Please feel free to contact us 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 women, 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.**