



## **Vacancy: PEARL US Advocacy Officer**

**Deadline: December 1, 2023**

**Positions Available:** 1

**Time Commitment:** 7 hrs/week (approximately); subject to a probationary period of 3 months.

**Compensation:** Unpaid volunteer position with a potential opportunity to transition into paid part-time employment

**Location:** Preference will be given to candidates based in D.C. or surrounding areas

### **PEARL Advocacy Team**

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

### **Background to Role**

The US Advocacy Officer will work with the wider PEARL team to a) help implement a work plan focused on engaging the US Congress, and b) map US engagement across its multiple bodies with Sri Lanka, including on foreign policy, defense, trade, and development. The Advocacy Officer will attend internal advocacy meetings to learn about the human rights situation in Sri Lanka, external meetings with policymakers, NGOs, human rights activists, and other stakeholders, as well as keep on top of developments via the news and available webinars. The Advocacy Officer will work on several long-term projects, as well as short-term projects with quick turnaround times.

The right candidate will have an in-depth understanding of the human rights situation in the North and East of Sri Lanka, and a natural tendency to keep up-to-date on developments. The right candidate will also take a proactive approach to relationship-building and exploring new avenues for engagement. PEARL will provide the necessary training and coaching required in order to fulfill the responsibilities of this role, including a training course on advocacy.

The Advocacy Officer will be reporting to the Advocacy and Research Director. For this role, you may be required to travel to attend various sessions, meetings, and events throughout the year. All reasonable travel expenses will be covered by PEARL.

**PEARL is primarily volunteer-driven, and this role will be integrated into the broader team.**

**Depending on the suitability of the candidate, there is an opportunity for this volunteer position to transition into a paid, part-time position.**



## 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)

### Responsibilities:

- Implement US-specific strategic work plan, to be updated annually
- Identify and track US-specific engagement with Sri Lanka
- Build relationships with/maintain regular communications with Congresspeople, US State Department, and other relevant government agencies
- Work with volunteers and/or various stakeholders in-country/internationally on advocacy projects
- Host and/or participate in advocacy or policy events online or in-person (e.g. panel discussions, exhibitions)

### Skills Required:

- Excellent written and oral communications skills in English, including writing briefs and notes to be shared with the Advocacy Team and beyond
- Strong organizational capability
- Experience with event management
- Willingness to speak to local and international media (training will be provided)
- Ability to present and speak to senior officials and large groups

### Skills Rreferred:

- Writing in-depth policy documents or reports
- Advocacy experience at all levels of government
- Tamil language skills

### Compulsory Actions:

- Attend the Weekly Advocacy Meetings
- Wider team trainings/meetings
- Keeping up-to-date with emerging news and recent developments on Sri Lanka
- Completion of PEARL trainings
- Monthly completion and submission of Timesheet

### How to Apply

By 11:59pm EST on December 1, 2023, please send PDFs to [careers@pearlaction.org](mailto:careers@pearlaction.org) with the subject line: [Last Name, First Name] - US Advocacy Officer including the following:

- Cover letter
- Resume

**PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from equity-seeking groups, such as women, non-conforming gender identities, members of the LGBTQIA+ community, and disabled people. Accommodation can be provided throughout the selection process as long as candidates make their needs known in advance by emailing [careers@pearlaction.org](mailto:careers@pearlaction.org) with the subject line: Accommodations request - US Advocacy Officer.**