



Position Description

Title: Associate, Strategic Pillars

Supervisor: Manager, Strategic Pillar Youth-Led Action, Girl Up

Employment Status: Full-Time

This position description is intended to describe the general content of and requirements for performance of the position responsibilities. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements nor meant to exclude other duties as assigned.

ABOUT GIRL UP

Founded in 2010, Girl Up develops transformative leaders who advance gender justice worldwide. Through evidence-based training, resources, and community, we equip youth with the skills to organize, advocate, and drive social change across issues like education, climate justice, gender-based violence, and reproductive health. Today, Girl Up supports a global network of 345,000+ youth leaders in 155 countries and all 50 U.S. states, with a bold goal to reach 1 million girls by 2030. Girl Up is fiscally sponsored by Global Fund for Children (GFC), aligning with their mission to shift power to youth-led and locally rooted organizations.

POSITION OVERVIEW

The Associate, Strategic Pillars provides operational, administrative, and coordination support across Girl Up's Youth-Led Action and Youth Leadership initiatives. The Associate supports youth grant administration, community engagement, leadership programming, resource management, data coordination, and virtual learning initiatives to ensure youth leaders around the world have the tools, resources, and systems needed to organize, connect, and lead effectively within Girl Up's global community. This position plays an important role in maintaining strong operational systems that help translate Girl Up's mission and values into meaningful experiences for youth leaders globally. The ideal candidate is highly organized, collaborative, adaptable, and deeply committed to feminist, youth-centered, and globally minded approaches to leadership and social change. They are comfortable managing multiple priorities in a fast-paced remote environment and bring care, responsiveness, and attention to detail to both operational tasks and community support.

This is a remote position, noting that candidates located in the Global South will be prioritized.

POSITION RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Youth-Led Action Tasks

- Support the operational management and execution of youth grants (Project Awards), including payment tracking, documentation follow-up, and grantee reporting reminder.
- Collect updates from regional Youth-Led Action initiatives to support global reporting, impact tracking, and storytelling.
- Maintain club and youth databases, registration and trackers, ensuring data accuracy and regular updates on various technology platforms; align with and support Regional Teams accordingly.
- Support the development and updating of onboarding materials and guidance for clubs.
- Update and moderate the Girl Up Community platform, including registration support, data maintenance, and uploading resources or announcements.
- Organize and maintain Youth-Led Action resources, templates, and toolkits for youth activists.
- Support logistics for virtual trainings, webinars, and other Youth-Led Action initiatives.
- Monitor and manage the Clubs inbox and Project Awards inbox, responding to routine inquiries and routing complex questions to the appropriate team members.

Youth Leadership Tasks

- Support with the logistics and operations of promotion, recruitment, onboarding and program management for Teen Advisors, Global Mental Health and Wellness Programming and Alum Network
- Administrative support coordinating Grassroots leaders
- Administrative support for curriculum upkeep and management
- Occasional weekend meeting support and/or coverage

Regional Team Support and Coordination

- Coordinate with the Regional Teams to execute the Youth-Led Actions and Youth Leadership activities described above, as assigned and required.

Organizational Culture

- Uphold the values of Girl Up: Youth Centered, Global, Feminist, and Decolonizing.
- Actively contribute to making Girl Up a diverse and equitable workplace through anti-racist and inclusive practice and commitment to listening to and learning about different perspectives, cultures, and ideas.
- Maintain behavior and conduct which uphold the highest standards for safeguarding.

QUALIFICATIONS

The qualifications listed below are representative of the knowledge, skills, and/or behavior required to be successful in this role.

Skills and Competencies

- 1–3 years of professional experience in program coordination, operations, administration, community engagement, youth development, or related fields.
- Experience supporting projects or teams in remote and cross-functional work environments.
- Strong organizational and administrative skills with high attention to detail and follow-through.
- Experience managing data, trackers, spreadsheets, or online systems with accuracy and consistency.
- Comfort working across multiple technology platforms and learning new digital tools.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities, meet deadlines, and adapt within fast-paced environments.
- Experience supporting virtual events, trainings, or community engagement initiatives is a plus.
- Experience working with youth-centered, feminist, grassroots, or global organizations is an asset.
- Experience working remotely with cross functional teams and across time zones.

Desired Behaviors

- Passionate about supporting the leadership, voice, and collective power of girls and youth activists globally.
- Collaborative and relationship-oriented, with the ability to work effectively across cultures, regions, and time zones.
- Proactive, resourceful, and solutions-oriented in navigating operational challenges.
- Demonstrates care, accountability, and sound judgment when working with youth communities and sensitive information.
- Committed to equity, inclusion, anti-racist practice, and continuous learning.
- Aligns with Girl Up's values as a youth-centered, feminist, global, and decolonizing organization.
- Passionate in amplifying the leadership, voice, and potential of girls.
- Proactive collaborator who thrives in fast-paced, high-impact environments.

COMPENSATION, BENEFITS AND REWARDS

Girl Up provides a full employee package, including financial compensation, benefits and other rewards according to company policy and national laws. Girl Up is committed to offering wages that are competitive locally by striving to be in the top quarter of employers with the same type of work and the same operating budget size. The annual compensation range for the position is based on the role's level and candidate's location, in line with Girl Up's global reward structure. Girl Up also offers flexible work arrangements and prioritizes staff wellbeing as part of our global culture of care. Girl Up also offers a generous benefits package aligned with Girl Up's global team.

How do I apply?

Please submit a resume/CV and a brief cover letter explaining your interest and relevant qualifications. Applications will be reviewed on a rolling basis.

In line with our values of courage, passion and inclusion, to apply for this role, please share your thoughts on the following questions along with your CV through the following link: <https://global-fund-for-children.breezy.hr/p/e60e7f9888eb>

1) What most excites you about this role?

2) In your opinion, what character trait may cause someone to fail in this role and why?

3) How have you brought care and curiosity to your work in the past? Please provide specific examples.

Applications are reviewed on a rolling basis. We evaluate submissions as they are received and encourage candidates to apply early. The application window may close without notice once the position is filled. We are excited to hear from you if you have any questions about the role, please get in touch on careers@globalfundforchildren.org

Girl Up strives to be an inclusive organization and encourages applications from under-represented and intersectional groups including BIPOC, LGBTQ+ and persons with disabilities. We are seeking people with different backgrounds, cultures, ages, experiences and identities to provide a wide range of experience, ideas, views and insights into the strategy, policies, culture and ambitions of Girl Up. In addition, we know that strong candidates may not meet every single qualification listed. If you are passionate about advancing gender justice and believe your skills and experiences would help you thrive in this role, we encourage you to apply.