**Disability Rights Fund seeks**

**Operations & Logistics Coordinator**

**General Summary**

The Disability Rights Fund (DRF) has an exciting opening for an Operations & Logistics Coordinator to manage complex logistics and provide administrative support to the organization in its Boston office. The position will report to DRF’s Finance & Operations Manager.

# About the Disability Rights Fund and the Disability Rights Advocacy Fund

The Disability Rights Fund (DRF) is a grantmaking collaborative between donors and the global disability rights community that empowers persons with disabilities to advocate for equal rights and full participation in society. We resource organizations led by persons with disabilities, primarily in Africa, Asia, the Pacific Islands, and the Caribbean, that are leading efforts to secure rights for all. The Disability Rights Advocacy Fund is DRF’s sister organization, supporting advocacy for legislative change. The Funds – which are based on a participatory grantmaking model - make modest grants (USD $5,000-50,000 annually) to Disabled Persons’ Organizations (DPOs) in the developing world to advance the UN Convention on the Rights of Persons with Disabilities (CRPD), including in implementation of the Sustainable Development Goals (SDGs).

**Essential Duties and Responsibilities**

* Manage complex international logistics for events, trainings, and conferences in which DRF/DRAF grantees participate, including travel arragements, lodging, facilities, catering, etc.
* Manage high level relationships with other organizations, government agencies, and DRF/DRAF partners for planning meetings and events.
* Assist the Information & Program Coordinator with meeting logistics including facilities, catering, IT, and day-of-meeting support for quarterly Board of Directors and annual Board, staff, Management Team, and Grantmaking Committee meetings in Boston and New York
* Coordinate international travel for grantees and grantee delegations attending international meetings at the UN in New York and Geneva, including flights, visas, lodging, UN passes, etc.
* Coordinate accessibility requirements for meetings (e.g., arranging sign language interpreters, closed captioning, etc.) and for participants in meetings (working with personal assistants, etc.), under guidance of Information & Program Coordinator and Program Team members
* General office management duties, including inventory management, mailings, etc., under direction of the Finance & Operations Manager
* Provide financial support to the Finance & Operations Manager, including:
  + Accounts Payable
  + Expense report and credit card reconciliations
  + Audit preparation
* Provide administrative and travel support to the Executive Director
* Other duties as needed

**Education and/or Experience**

* Bachelor’s degree, or equivalent with minimum 3 years of relevant experience
* Extensive experience coordinating complicated international travel logistics with wide range of stakeholders

**Knowledge, Skills, and Abilities**

* Exceptional administrative and organizational skills
* Ability to manage time efficiently and effectively
* Conference or meeting development skills
* Excellent written and verbal communication skills in English. Other language proficiencies (Haitian Creole, Burmese, Indonesian Bahasa, or French) a plus.
* Passion and commitment to advancing the human rights of persons with disabilities
* Computer proficiency (Word, Excel, Outlook, PowerPoint); willingness to learn additional applications (and accessible technology) as necessary

**The Disability Rights Fund is an equal opportunity employer. Persons with disabilities are strongly encouraged to apply.**

# Compensation

This is a full-time position with benefits; salary will be commensurate with experience.

# How to Apply

Please email a cover letter and resume to:

Alice Phinizy, Finance & Operations Manager

[jobs@disabilityrightsfund.org](mailto:jobs@disabilityrightsfund.org) (please, no phone calls)

**Deadline**

Applications must be received by December 14, 2018