

World YWCA – Movement Building Assistant (MBA)

Terms of Reference for Contractor Role

The World YWCA is seeking an executive and solutions-oriented **Movement Building Assistant (MBA)** to support the advancement of movement-building efforts within the World YWCA and the global YWCA movement.

The MBA will assist the World YWCA secretariat, governance structures, and the global movement in continuing the modernisation and transformation of management and governance toward excellence, in alignment with Goal 2035 as outlined in the Strategic Framework 2024–2027. This role is pivotal in fostering communication and accountability across YWCA entities and leaders, as well as with external stakeholders, while contributing to movement & capacity building efforts.

Reporting directly to the Director of Movement & Capacity Building and Accountability (DMCBA), the MBA will collaborate with other World YWCA secretariat team members, Board members, contractors, consultants, and external partners. Additionally, the MBA will cultivate and manage key relationships with internal and external stakeholders to ensure seamless coordination and progress toward organisational goals.

About World YWCA

The World YWCA aims to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world's oldest women's movement. With member associations across continents, it works to fulfil human rights and make gender equality a reality.

The World YWCA is a learning organisation with recognised mentorship across generations, where 50% of the World Board members are aged 30 and under. The World YWCA aims to develop women and girls' leadership and collective power worldwide to achieve justice, peace, health, human dignity, freedom, and a sustainable environment for all people.

The World YWCA mobilises and connects millions of young women around transformational change and provides leadership opportunities worldwide. It also actively influences policies, regulations, and social and community norms that prevent women from realising their rights and leadership potential. The World YWCA has three strategic priorities:

- Management and governance excellence towards Goal 2035
- Strategic partnerships and communication towards Goal 2035
- Engagement and mobilisation of girls, young women, and women towards Goal 2035.

Duties and Responsibilities

Operational and Scheduling Coordination

- Coordinate the schedule of the Director of Movement & Capacity Building and Accountability (DMCBA), ensuring seamless coordination across different work areas and global time zones.
- Provide administrative and logistical support for internal or external stakeholder meetings, events, and representations involving the DMCBA, ensuring all preparations, execution, and follow-up are carried out timely.
- Contribute to the implementation of the Movement & Capacity-Building and Accountability initiatives by collaborating with World YWCA Secretariat team members on operational and administrative functions in alignment with the DMCBA's guidance.
- Draft consultant agreements, terms of reference, and other standard documents as required, following established World YWCA templates, practices, and policies, and at the direction of the DMCBA.
- Assist with income and expense tracking, coordinate revenue or payment processing with the finance team, as necessary.



Governance Support

- Coordinate the logistics and support for virtual/online or in-person World YWCA Governance¹ meetings, decisions and initiatives as directed by the DMCBA.
- Ensure proper documentation and record-keeping of governance work, including formal notices, minutes, reports, appendices, etc. as well as drafting documents as directed by the DMCBA.
- Provide ongoing support and information to the World Board and its entities, in consultation with the CEO/General Secretary and the DMCBA.
- Maintain up-to-date information and records of global governance leaders.

Movement and Capacity Building

- Establish and maintain close, regular communication with formal leaders/representatives from YWCA member associations and entities, directing inquiries to the appropriate secretariat team members.
- Ensure accurate and updated records are maintained for YWCA member associations, including official contacts and core documentation, within the secretariat's systems.
- Provide information on capacity-building and accountability support to YWCA's leaders, including support the orientation of new leaders of member associations, and new emerging membership.
- Provide operational support to the global YWCA internal in person and virtual/online meetings, dialogues, and consultations, along with the Administration Team.
- Coordinate the communication, recording, and reporting of the membership's compliance with the conditions of affiliation and governance requirements and processes, and alert the DMCBA and/or any other relevant secretariat team member to any areas requiring follow-up.
- Support the implementation of movement-building beta testing initiatives.

Others Responsibilities

- Maintain knowledge and informed about the World YWCA and global movement, and priority partners supporting the liaison role.
- Represent the organisation in meetings with internal or external stakeholders as directed by the DMCBA.
- Provide word processing, PPT creation, copy editing, etc., as appropriate and requested.
- Screen incoming information, alert the DMCBA to urgent matters, and analyse data to highlight key trends or important points.
- Fulfil other duties of the World YWCA secretariat or as a member of the Administration Team, as warranted and assigned by the DMCBA and/or CEO/General Secretary.

Key Skills, Experience, and Competencies

- Excellent communication and interpersonal skills for building and maintaining relationships with diverse stakeholders, both internally and externally.
- Strong organisational skills, attention to detail, and the ability to manage multiple tasks, deadlines, and priorities efficiently and effectively.
- Flexibility and openness to change, particularly in fast-paced and dynamic environments.
- Proven experience organising both in-person and virtual meetings/events, from planning through execution.
- Proficient in documentation processes, reporting, and maintaining accurate records.
- Experience using digital tools, collaborative platforms, and systems such as intranets, CRMs, and survey tools.
- Experience working with grassroots leaders, groups, and communities is a plus.
- Commitment to the human rights-based approach (HRBA), inclusive language, and culturally sensitive English, French, and Spanish communications.

¹ Includes: World Board and its internal entities as committees and subcommittees, and World Council and its internal entities as the Nominations Committee.



WorldYWCA

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Engagement Terms

Location: Remote (with limited to no travel).

Contract Type: Contractor mandate (12-month term, deliverables-based, renewable based on performance and funding)

Contractors must have the right to work remotely in their country of operations. The World YWCA is formally incorporated in Geneva, Switzerland.

Compensation Range: CHF 3000–4500 per month (inclusive of tax and dependent on location)

Work Environment:

This mandate will be part of a global, remote team that works during various time zones. Teaming in the remote World YWCA environment requires engagement via email, a secondary texting software platform, an internal community social platform, and audio-visual platforms. This role requires flexibility in balancing availability to deliver on the mandate. All team members are expected to make a constant effort to enhance their cross-cultural communication skills, their awareness to cross-cultural barriers and opportunities, and a conscientious approach to what it takes for a team to thrive in a remote, global, cross-cultural team setting.

How to Apply

Interested candidates are invited to submit:

- A CV in English.
- A motivation letter (maximum two pages or in an efficient, creative format) highlighting how your skills and experience align with the role.
- Three references (contacted at the final recruitment stage).

Applications must be sent to hresources@worldywca.org by **March 16, 2025**, with “**YWCA-MBA/+Your Surname**” in the subject line.