



## **Terms of Reference**

### **Outreach Coordinator**

#### **About the International Executive Service Corps (IESC)**

IESC is a US based nonprofit that creates and expands economic opportunities, helping to lift those we support out of poverty. We believe that helping enterprises grow is the most sustainable way for communities to have access to jobs and for families and people to have opportunities for a better quality of life. We have helped businesses in a variety of sectors, including trade and agriculture, create or save more than 1.5 million jobs in 137 countries across the world. Our major funders today are the US Agency for International Development (USAID) and the US Department of Agriculture (USDA), among others.

IESC is the prime implementor of the USDA-funded Trade Safe (TraSa) Program in the Dominican Republic (DR). TraSa aims to build the capacity of Dominican government institutions to develop a modernized Sanitary/Phytosanitary (SPS) and food safety related policy and regulatory framework to respond to the needs of the Dominican Republic's trade agreements and international best practices, as well as Dominican consumers. TraSa is helping government institutions to implement science- and risk-based SPS and food safety measures, standards, and regulations to facilitate trade in food and agricultural products. The project is also supporting the development of cold chain policies in context of the domestic market and international trade. The project period of implementation is October 1, 2020 to September 30, 2025.

IESC is recruiting a Outreach Coordinator to support the project in ensuring inclusion throughout the design and implementation of activities. This is a full-time position (40 hours per week) based in the program office in Santo Domingo, Dominican Republic. Travel throughout the DR will be required.

#### **Responsibilities**

- Support TraSa and USDA's efforts to operationalize gender equality and youth empowerment throughout its programming activities and monitoring, evaluation, and learning processes;
- Provide support to the National Trade Facilitation Committee (NTFC) and National SPS Committee (NSPSC) to develop gender and youth policies and strategies to incorporate gender and youth into programs and activities;



- Provide technical assistance, regular guidance, and support to TraSa beneficiaries and partners to conduct training programs that raise awareness of gender and youth empowerment;
- Lead outreach efforts to inform beneficiaries of project benefits with regard to gender and youth empowerment;
- Draft media content and communications that connect with women and youth;
- Assist in survey development to capture gender and youth inputs and participation in decision-making;
- Ensure that gender and youth empowerment is mainstreamed across the TraSa project's implementation of activities;
- Ensure that training opportunities are accessible to women and youth throughout the project's zone of influence;
- Draft scopes of work, coordinate with, and supervise international and domestic consultants to produce required program outputs as needed;
- Generate report inputs and full technical reports in subject area, including inputs to the semi-annual reports, annual reports, and yearly work plans; and,
- Reports to the director of SPS and cold chain.

## Qualifications

- University degree in Business Management, Public Policy, Economics, or relevant field;
- Minimum 5 years' experience in programming for women and/or youth development;
- Experience with USDA policies preferred;
- Strong organizational and analytical skills;
- Excellent interpersonal, communication and training skills, including training in group settings;
- Ability to address issues, challenges, questions and concerns in a professional, respectful, logical, and timely manner;
- Good analytical, writing, problem-solving, and computer skills; and,
- Fluency in Spanish, professional proficiency in English.

### *Preferred*

- Postgraduate and/or Master's degree in relevant field;
- Experience working within the public and/or private-sector; and,
- Experience working on projects funded USDA, USAID, IADB, WTO, or other multilateral agencies.



IESC is an Equal Opportunity Employer. Please note that this position is intended for a local national or a person with legal residency and work eligibility in the Dominican Republic.

Please apply in:

<https://phg.tbe.taleo.net/phg01/ats/careers/v2/viewRequisition?org=IESCORG&cws=39&rid=2785>

Applications will be received until February 15, 2025.