VACANCY ANNOUNCEMENT

PROGRAM OFFICER
JustLabs

Salary: $35,000-$45,000 USD annually, depending on experience
Location: Bogotá, Colombia
Start date: May 2019

About JustLabs

JustLabs is a non-profit space for fresh thinking, creativity and disruption for the social change and social justice field. It was created to help solve “wicked problems”, using methodologies that go beyond the traditional panels, lectures, and one-way conversations that have come to dominate the way problems are approached in this field. It is a common good for those seeking to solve complex and sometimes intractable challenges.

JustLabs is composed of full-time practitioners in social change, as well as experts from other disciplines such as product design, cognitive science, technology, TV and video production, publishing, photography, high-impact facilitation, theatre, graphic arts, political campaigns, social sciences, meditative practice, legal advocacy, advertising and coaching. It thus combines thematic expertise with creative, multi-disciplinary process skills.

In short, it is a clearinghouse for problem-solving in social change—where its members bring to bear both their substantive and process knowledge to find solutions to challenges that are impervious to traditional methodologies. Its distinctive methodological trait is its “Swiss-army-knife” approach. It brings to bear the relevant methodologies, such as design thinking, foresight/scenario building, contemplative practices, popular education, and rigorous systems analysis depending on what the challenge calls for.

JustLabs was born at a time of profound complexity and feeling of unprecedented change for those working for social justice. The thinking is that if there are complex problems, then there is a need to go beyond the traditional toolbox and approaches which now are no longer as effective as they used to be. This however does not mean equal complexity in the approach. In fact, it means simplicity and laser focus on what works. It also means that we integrate an element that is often discounted but is a key ingredient for creativity for humans—joie de vivre.

These approaches are often lacking in the social change and social justice field, especially in these highly volatile times and in specific contexts where activists are consumed by questions of survival in the short term. Innovation and the ability to think creatively to achieve impact go out the door first in times of crisis, when in fact, they should be the life raft that they should hang on to when the field’s relevance is being questioned. JustLabs seeks to provide a safe space for thinking and creatively responding to these problems in the long-term, so those who try to make a difference—no matter how difficult their situations are—can have the support they need to not lose their strategic and impact edge.
About the position

The Program Officer will support the organization of events, workshops/labs, site visits and accompaniment of social change and social justice organizations from different parts of the world. PO’s responsibilities include reporting, research and writing. The PO, as part of a small, dynamic and multidisciplinary team, will collaborate in the creative conceptualization of projects and assist in their implementation. Reporting under the Director of Programs, the Program Officer owns, implements and monitors projects from initiation through delivery, ensures that projects are completed according to plan, remain on schedule and stay within budget. S/he will also liaise with program partners, including funders, advocacy organizations, service providers, the community of JustLabs experts based in different regions of the world, and external consultants.

The duties of the position are:

- Academic research, editing and writing of documents, including integrating inputs from other researchers or the clients, to be used as preparatory materials for labs and/or post-lab analysis and the production of think pieces for internal use or public dissemination
- Project implementation and maintenance including creating and managing timelines and budgets
- Organization of events, including selection of and coordination with hotels, lab spaces and restaurants, with a close understanding of the particular needs of the kinds of events that JustLabs organizes
- Note-taking and other relevant administrative support during labs and other meetings
- Collaboration with JustLabs’ Creative Director in the provision of content and design ideas for creative materials for projects
- Management and regular update of JustLabs’ website
- Provision of necessary reporting and reimbursement liquidation to finance and administration with respect to projects s/he implemented
- Coordination with participants and clients leading up to events, both for logistical matters and also for gathering technical inputs for preparatory documents
- Management of communications platforms with the community of JustLabs experts as well as partners
- International travel as required (between 15-30% of the year, potentially more)

The individual for this position must demonstrate the following qualities:

- Can work in a fast-paced, creative and even disruptive environment, where no ideas are precious and collaboration with people from very different backgrounds and disciplinary training is primordial
- Has a commitment to and a passion for social change and social justice causes
- Can deliver outputs fast, even as some pieces of the creative process are still not fully crafted or are constantly evolving
- Can multi-task, from doing serious technical research to finding a vegan, gluten free dish for a lab participant in a city that s/he has never been to
- Is comfortable with creative processes, and can put in discipline, a tactical mind and high quality work in the midst of such environment
- Has a lot of initiative, does not need complete, constant and detailed instructions to come up with amazing outputs, and proactively games out a scenario to ensure that plans B to F are ready for any situation and fixes the problem immediately. No problem is too small.
- Is highly organized and has an eye for detail
- Embraces a task and makes it her/his own
- Has impeccable and socially/politically savvy English speaking and writing skills that are necessary for producing public and highly technical documents, funder reports, emails to partners from around the world, and outward facing communications materials
- Is a team player (like, really big team player) but can also work solo without much guidance
- Is able to effectively receive and implement constructive criticism
- Is eager to learn new things all the time
- Has a can-do attitude/sunny disposition; is always determined to get things done in a way that’s better than the set expectations
- Breathes joy, curiosity about others and the world, and comfort with things that are unknown.

The minimum qualifications needed for the position are:

- Bachelor’s degree in any field; advanced degree welcome
- At least one year-experience managing projects, conducting research and organizing events
- Strong relationship with technology and different communications platforms

Desirable credentials for this position are:

- Experience in human rights, social change or non-profit work
- Proficiency in Spanish is highly preferred.

**Salary and benefits**

Starting salary is 35,000-45,000 USD per year, plus healthcare and travel insurance. We provide 15 days of vacation, aside from the one-week Holy Week holiday and Christmas-New Year’s break (plus 14 other public holidays in Colombia). JustLabs will also provide a relocation allowance for moving to Colombia and one return ticket to go home per year. Being in the midst of a center for innovation and creativity, the individual will also be exposed to or even trained in the different methodologies we adopt at the Lab. And you’ll get to work with a mighty awesome team.

**Requirements**

1. Cover letter explaining in detail your motivation and why you fit the job requirements
2. Latest CV, indicating language skills and at least two references
3. Two sample writings, one academic and one non-academic (e.g. blog)

Please send your complete set of documents to justlabs@justlabs.org by 20 April 2019.