



Commitment. Unity. Self Reliance

633 Pennsylvania Avenue NW, Washington, DC 20004 • ncnw.org • ncnwhq@ncnw.org

United Nations International Affairs Consultant Position Description

Reports to: Chief of Staff

Supervises: None

FLSA Status: 1099

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires, and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families, and communities.

The National Council of Negro Women (NCNW) is expanding our presence at the United Nations to deepen our engagement and impact on international affairs. With a well-established presence as seasoned participants in the NGO landscape, NCNW has maintained status with the United Nations since their existence in 1945, over 79 years actively participating in programming related to the UN's sustainable development goals, affording NCNW an international voice in our aim to better the lives of women and children of African descent worldwide. We now aim to expand NCNW programs and advocacy efforts on a global scale, focusing on critical issues. To accomplish these goals, NCNW requires the expertise of a seasoned professional with a thorough understanding of international laws and regulations, along with experience in program management and development.

Position Summary: The National Council of Negro Women requires the services of UN Affairs consultant to design and implement programs that align with the mission and to resonate on the international platform influencing policies and fostering collaborations. The team requires additional experience to help navigate the complexities of international affairs. Therefore, hiring a consultant that possesses specialized knowledge in international law, regulations and programs management will be vital to the success of this enterprise.

Essential Job Functions

- Build and maintain relationships with key international stakeholders and governmental organizations.
- Develop programs to advance NCNW mission on a global scale.
- Serve as expert advisor on international affairs, advising NCNW leadership on best practices, emerging and strategic opportunities.
- Provide guidance on international laws and regulations to ensure programs and activities comply with relevant legal and standards.
- Establish systems for tracking and assessing the impact of programs using data to make informed recommendations.

Dr. Mary McLeod Bethune, Founder

Dr. Dorothy Irene Height, Posthumous President Emerita

Rev. Shavon Arline-Bradley, President & CEO

Dr. A. Lois Keith, National Chair

Contributions are tax deductible.

NCNW

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- Monitor and analyze international policy developments, resolutions, and decisions within the UN system.
- Draft policy briefs, advocacy materials to support NCNW's objectives.
- Represent NCNW in UN meetings, conferences, and events, effectively advocating for our mission and priorities.
- Build and maintain strong relationships with key stakeholders in the UN, states and other International organizations.
- Engage with civil society organizations and coalitions to amplify NCNW voice and influence.
- Coordinate and facilitate high-level meetings and dialogues with UN officials and representatives.
- Prepare reports on engagement activities, policy developments and outcomes achieved.

Experience and Qualifications:

- Minimum of 7 years of professional experience in international affairs, with a focus on UN engagement.
- Bachelor or Master's degree in international relations, Political Science, Law, or a related field.
- Outstanding interpersonal skills with the ability to develop and manage productive relationships at all levels.
- Proven track record of successful advocacy and policy influence within the UN system.
- Experience working with nonprofit organizations.
- Strong organizational and project management skills.
- Ability to work independently and as part of a team.
- Strategic thinker with a proactive and results-oriented approach.

Salary Range:

\$35 - \$45 per hour

Location:

New York City, NY

To apply- Please email Jobs@ncnw.org with your resume and cover letter for consideration.