

Coalition for Academic Freedom in the Americas

Job Description for the Program Officer

(20 hours/week – Part-time)

Supervised by: Executive Director, CAFA

Location: Flexible

1. Introduction and Context

The Coalition for Academic Freedom in the Americas (CAFA) fosters the promotion, protection, and respect for academic freedom and institutional autonomy, with the goal of developing relevant human rights standards that serve to protect education spaces, identify best practices, and strengthen democratic principles in the Americas.

As a hemispheric initiative, CAFA engages education institutions, scholars, students, civil-society organizations, human-rights defenders, and multilateral partners to advance a rights-based understanding of academic freedom and university autonomy. Through research, monitoring, advocacy, and coalition-building, CAFA works to ensure that academic freedom is recognized, implemented, and defended as a fundamental human right.

To strengthen this mission and support the Executive Director, CAFA is seeking a committed and highly skilled Program Officer to contribute to its expanding programmatic work across the Americas.

2. Purpose of the Role

The Program Officer will provide strategic support across CAFA's programmatic portfolio, contributing to regional initiatives, monitoring, policy engagement, knowledge production as well CAFA's Monitoring, Evaluation & Learning process. This is a dynamic role requiring excellent organizational abilities, strong analytical and writing skills, and the capacity to navigate multicultural and multi-institutional environments with diplomacy and professionalism.

The position reports directly to the Executive Director and collaborates closely with CAFA's Working Groups, members, and partner institutions.

3. Key Responsibilities

A. Strategic programmatic support (15 hours/ week)

- Support the planning, coordination, and implementation of CAFA's core projects and initiatives across the Americas, including thematic consultations, regional dialogues, CAFA's participation in action weeks on academic freedom and other multi-country advocacy efforts.
- Assist in CAFA's engagement with UN and Inter-American human-rights bodies.
- Collaborate with CAFA's Working Groups by supporting meetings, documenting deliberations, and ensuring timely follow-up on programmatic tasks.
- Support relationship-building and information exchange with CAFA's network of members, universities, civil-society organizations, and regional alliances.
- Assist in documenting and analysing incidents, trends, and structural challenges affecting academic freedom across the Americas, in coordination with the Monitoring Working Group and partner organizations.

B. Monitoring, Evaluation & Learning (MEL) (5 hours/ week)

- Contribute to the ongoing updating and consolidation of CAFA's MEL system, ensuring accurate and timely documentation of programmatic outputs, indicators, and results.
- Work with the Executive Director to ensure MEL findings inform strategic planning, program design, and institutional learning.
- Provide inputs for internal reporting, annual summaries and institutional updates.

4. Required Qualifications

Education & Experience

- University degree in the humanities, social sciences, law, or a related field.
- Minimum 5 years of professional experience in human rights; experience in the right to education or academic freedom strongly preferred.
- Experience working with coalitions, networks, or multi-stakeholder initiatives, ideally across national, regional, and international levels.

Skills & Competencies

- Strong analytical and research skills; ability to synthesize complex information.
- Excellent written and oral communication abilities.

- Proven ability to work collaboratively in multicultural, multidisciplinary teams.
- High degree of diplomacy, judgment, and interpersonal sensitivity.
- Strong organizational and project management skills.
- Fluency in Spanish and English, written and spoken (Portuguese an asset).
- Demonstrated commitment to human rights and CAFA's mission.

5. Terms of Employment

- Part-time: 20 hours per week
- Compensation: USD 1,400 per month
- Format: Hybrid, flexible location within the Americas
- Contract: Fixed-term consultancy contract
- Occasional travel within the region may be required.

6. Application Process

Interested applicants should submit:

1. Curriculum Vitae (maximum 3 pages)
2. Cover letter outlining relevant experience and motivation
3. Two references with contact information

Applications should be sent to:

camilla.croso@cafa-claa.org

Subject: CAFA Program Officer

Deadline: 11 February 2026