

## **Leading Refugee Human Rights Organization seeks Monitoring and Evaluation Coordinator**

### **About Asylum Access**

Asylum Access believes all refugees deserve a fair chance at a new life. All over the world, we challenge the barriers that prevent refugees from living safely, moving freely, working and going to school –because when refugees can rebuild their lives, communities thrive. Since 2005, Asylum Access has helped hundreds of thousands of refugees access legal status, get work permits, start businesses, enroll children in school, secure protection from violence, and take other steps to rebuild their lives in their first countries of refuge. We have also advocated for changes in policy and practice impacting more than two million refugees around the world.

The leading global refugee human rights organization, Asylum Access is headquartered in Oakland, CA with operations in locations across Asia, the Middle East and Latin America. Asylum Access partners and advocates globally to create a world where all refugees, everywhere, can build new lives in safe homes.

### **Why Work With Us?**

We are passionate about building a world where refugees can rebuild their lives, and we believe doing this work well requires that we value and support our staff and volunteers. We strive to maintain a healthy workplace, and embrace flexibility in hours and working locations so our team can fulfill their obligations and desires to family, self, and community as well as to our work, our organization and our mission.

### **Position Description**

Asylum Access's national operations in Malaysia, Thailand and Mexico all conduct a wide variety of programs including individualized legal assistance, community outreach and empowerment, strategic litigation and policy advocacy. Each of these programs contributes to our vision of a world where refugees can move safely, live freely and rebuild their lives. Asylum Access's planning, monitoring, evaluation, accountability and learning efforts ensure that we are on track to create this impact, and help inform strategy changes when they are necessary. The Monitoring and Evaluation Coordinator supports Asylum Access's planning, monitoring, evaluation, accountability and learning efforts globally. By ensuring that we are accountable to the goals we set, the staff member in this position ensures a high level of quality in our services and the achievement of our desired impact.

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## **Key Responsibilities**

- **Execute monitoring and evaluation strategies for Asylum Access's national operations.** The Coordinator will work with staff across the organization to execute our quarterly impact reflection process, which provides regular check-ins on program progress and impact. They will serve as a project manager, collecting information and soliciting feedback from program experts across the organization. They will lead the analysis of Asylum Access's program databases, generating insights and providing clear information and analysis to program leaders. Working in concert with program leaders, they'll ensure that key stakeholders are consulted on Asylum Access's impact and that our monitoring and evaluation results feed back into organizational strategy.
- **Design planning, monitoring, evaluation and learning systems and tools.** The Coordinator will work closely with headquarters and national operation staff to design and improve systems for planning, monitoring, evaluation and learning across the organization. Sample projects might include building new capabilities for monitoring policy advocacy efforts and testing strategies, or modifying Asylum Access's databases and technical tools to support the tracking of new programs.
- **Facilitate planning for impact.** The Coordinator will be deeply involved in Asylum Access's strategic and annual planning processes, and will ensure that planning takes into account learnings from our impact throughout the year. They will assist in the review of, updates to, and connections to our program-level theories of change and ensure that our strategies are in line with our goals and conception of how change happens.
- **Liaise with the development department.** The Coordinator will work closely with Asylum Access development team, ensuring that we are on track to meet grant deliverables and can efficiently and effectively report to donors. They will assist in data analysis and collection related to grant reporting, and will provide input and review proposals as necessary to inform deliverables and monitoring and evaluation capabilities for new grants.

## **Required Qualifications**

- Strong interest in refugee rights and response
  - Experience in executing monitoring and evaluation of a variety of programs
  - Highly comfortable with both qualitative and quantitative data collection, management and analysis, technically savvy and proficient with Excel
  - Flexible and adaptable, willing to quickly adopt new tools and iterate in response to feedback and changing program needs
  - Impeccable attention to detail and ability to relate details of data to the larger picture of organizational success and impact
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- Strong relationship-builder and facilitator, able to build collaboration with staff and volunteers with many different areas of expertise to tell the story of Asylum Access's impact
- Ability to communicate complicated ideas clearly and concisely, building capacity across the organization for successful strategy development
- High level of cultural sensitivity and understanding
- Ability to work both collaboratively and independently
- Fluency in English and experience working in Southeast Asia
- Willingness to undertake regional and international travel

### **Preferred Qualifications**

- Bachelor's and/or Master's degree in the social sciences
- Experience developing monitoring and evaluation systems from conception to implementation
- Experience in evaluation of advocacy programming
- Experience with grant proposals and/or reporting
- Fluency in Spanish

### **Work Location and Hours**

This is a full-time position, ideally based at Asylum Access's offices in Kuala Lumpur, Malaysia (though candidates in Bangkok, Thailand will also be considered).

Occasional travel and evening or early morning meetings will be required, as this position liaises with staff across offices. To keep these requirements manageable, Asylum Access accommodates flexible working hours and occasional remote work with supervisor approval.

### **Compensation and Benefits**

Details of compensation and benefits depend on the location of work, though we anticipate offering a salary of USD ~20,000 - 22,000 annually. Asylum Access also offers generous PTO, flexible working arrangements, professional development funds and family and medical leave protections.

### **Application Instructions**

Send your resume and cover letter to [apply@asylumaccess.org](mailto:apply@asylumaccess.org) with the subject line "Monitoring and Evaluation Associate". In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position. Only selected candidates will be contacted for an interview. Applicants will be considered on a rolling basis until the position is filled. Applicants in need of accommodation during the interview may contact HR at [apply@asylumaccess.org](mailto:apply@asylumaccess.org).

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*Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit [www.asylumaccess.org](http://www.asylumaccess.org)*

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