Hilton Prize Coalition Fellow at Humanity & Inclusion

*Capitalizing on Disability Inclusive Economic Development*

<table>
<thead>
<tr>
<th>Job title</th>
<th>Hilton Prize Coalition Fellow</th>
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<tr>
<td>Reports to</td>
<td>Inclusive Livelihood Policy Officer</td>
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<td></td>
<td>Executive Director</td>
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<td>Direct subordinates</td>
<td>None</td>
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<tr>
<td>Location</td>
<td>Silver Spring, Maryland</td>
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**Background**

Humanity & Inclusion (HI) is an international humanitarian organization that works to improve the living conditions of people living in disabling situations in post-conflict or low-income countries around the world. Founded in France in 1982, under the name “Handicap International,” the organization rebranded as Humanity & Inclusion (HI) in January 2018. The HI Federation counts more than 3,350 personnel working in about 60 countries. Eight national associations, based in Canada, Belgium, France, Germany, Luxembourg, Switzerland, the United Kingdom and the United States, provide overall support for the field programs, which are implemented through the headquarters in Lyon, France.

HI programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent mine-related accidents through education; respond fast and effectively to natural and civil disasters in order to limit serious and permanent injustices and assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of people with disabilities through national planning and advocacy and for the elimination of landmines and cluster munitions, weapons of war that continue to injure people long after conflicts have ended, and for parties to conflicts to stop bombing civilians.

In the U.S., HI is an independent affiliate of the HI Federation. It is located in Silver Spring, Maryland. Our mission is to support the work of the HI Federation by mobilizing both private and public financial support, representing HI with national and international bi-lateral and multi-lateral institutions based in the U.S., facilitating the recruitment of personnel and raising the
organization’s profile. The U.S. office of HI also engages in education programs with the general public and advocates for U.S. accession to the landmine and cluster munitions treaties, as well as the UN Convention on the Rights of Persons with Disabilities.

This Fellowship is made possible thanks to generous support from the Hilton Prize Coalition, an alliance of Hilton Prize Recipients, including Humanity & Inclusion, which won the 2011 Conrad N. Hilton Humanitarian Prize.

About disability inclusive livelihoods at HI

Disability and poverty reinforce each other: poverty creates new disabilities and heightens the vulnerability of people already living with disabilities. The World Health Organization estimates that 15% of the global population lives with a disability, and 80% of people with disabilities live in developing countries. The World Bank estimates that 20% of poor people identify as having a disability; and that in low- and middle-income countries, more than 80% of people with disabilities are currently excluded from the labor market. According to the ILO, this global unemployment has a major effect on the economy, resulting in an annual loss of USD $1.37-1.94 billion GDP annually.

Responding to the well-documented need to economically empower persons with disabilities and develop inclusive economic development models, Humanity & Inclusion started implementing inclusive livelihood and economic development projects around 1995.

Scope of work

The Fellow will work from the HI office in Silver Spring, Maryland. The fellow will have the unique role of supporting HI’s inclusive livelihoods team, to help with capitalization, knowledge management, and development of operational guidance within inclusive livelihood programming.

The fellow will report to our Inclusive Livelihood Policy Officer, Angela Kohama under the day-to-day management of Jeff Meer, the U.S. Executive Director. The fellow will also interact with the inclusion technical advisors based in our headquarters in France.

Deliverables

Community of Practice Building
- Support the creation of an internal community of practice on specific economic development models at HI, including developing digital meeting pages on HI’s internal communication website
• Support the identification and prioritization of key tools per livelihood sub-sector to build out an internal digital library for the community of practice

Knowledge management
• Draft external-facing capacity statements for each of our flagship projects and/or unique inclusive economic development model (approach, results, lessons learned) to use for grant justification/previous experience, evidence of results, partnership building, etc.

Operational guidance
• Support the creation of the following tools –
  o A operational briefing of how to conduct market research for country teams
  o Operational guidance on the disability – inclusive graduation model (via the various documents we already have created)
  o Capturing, re-packaging and disseminating past and current livelihood projects with cross-cutting themes (youth, gender, food security & nutrition, etc.)

Hilton Prize Coalition actions
• Complete at least 10 hours of online training within DisasterReady+ on topics of the Fellow’s choosing, ranging from project management and grant writing to disaster response
• Write at least one blog post during the Fellowship, including as many as five photos, for publication on the HPC website
• Complete entrance and exit surveys with the Fellows Program Coordinator, interact with other Fellows in person or through social media, and other opportunities as presented by the Coalition

Other
• Other unforeseen tasks related to inclusive livelihoods and/or economic development, as they come up.

Qualifications

Applications from individuals with disabilities are strongly encouraged.

The successful Fellow will already be based in the United States. The Fellow will have:
- An international economic development undergraduate degree; a master’s degree is strongly preferred.
- International experience working on economic development projects is preferred
- A strong background in economic development; with preference for candidates that have theoretical or practical previous experience working on specific models such as: the graduation model, making markets work for the poor / market systems development, value chain development, etc.
- Strong analytical and writing skills. The successful candidate is autonomous (with well-developed organizational skills)
- Strong commitment and interest in working on economic development in the global south.
- Working experience with livelihood related stakeholders preferred, but not required
- Previous knowledge or experience on disability is an asset, but it is not required
- Fluency in English; secondary language proficiency in French an asset

**IMPORTANT NOTES:** Pre-existing permission to work in the United States is required. We will not and **cannot** consider applications from people who do not already have appropriate authorization to work in the U.S.

**Applications from those living with disabilities are strongly encouraged.** Reasonable workplace accommodation will be facilitated for successful applicants with disabilities.

**Conditions**
- This is a paid fellowship.
- The Fellowship will begin in as soon as possible, and last for approximately 3 months.
- This is a part-time Fellowship, consisting of about 20 hours per week.
- This is not an international position, and is based at the HI U.S. office in Silver Spring, Maryland.
- Telework is not possible.
- As this is a part-time, temporary position, it does not include additional benefits that are associated with full-time permanent employment.

Humanity & Inclusion is an equal opportunity employer, and is happy to meet any reasonable accommodations that an applicant requires. For reasonable accommodation requests at any point in the recruitment process, please contact: **Recruit.usa@hi.org** and/ or call Lauren Collins at 301-891-2138. All self-disclosure is voluntary and personal information is strictly confidential.

**How to apply**
Please submit an application by email (only) to **Recruit.USA@hi.org** with “**Hilton Fellow**” in the subject line, and include:
- A one-page cover letter outlining your interest and qualifications for this Fellowship
- A *curriculum vitae*
- The names, titles and contact details for two recent references, ideally who previously managed you as an employee

**Deadline for applications**
June 21, 2019, or until the position is filled