

Admin Coordinator

Compensation	USD \$1,500 to \$2,500/month
Location	Remote, Anywhere (Global South preferred)
Type	Independent Contractor, Full-time equivalent
Duration	June 1, 2026 to May 31, 2027 (12 months), with potential for renewal based on funding and mutual agreement
Time zones	Flexible, with some scheduled calls across multiple time zones

About Global Activism

Global Activism is a Global Majority-led movement that engages the full power of arts and culture to work toward a just world on a safe planet.

We are led by those most affected by injustice, particularly from the Global South, ensuring the movement reflects the cultural and demographic reality of the world. We understand art as praxis — an active force capable of mobilizing people, shifting narratives, and reshaping systems. Our cultural work is inseparable from struggles for justice, ecological integrity, and collective liberation.

The movement connects artists, cultural workers, and activists across regions, building the infrastructure, relationships, and resources for Activism to lead lasting change.

Core Principles and Structure

These principles shape how we work, how we make decisions, and what we ask of everyone who joins us.

- Global Majority Leadership and South–South Solidarity.
- Distributed Power and Fluid Leadership.
- Artists at the Center, Culture as Strategy.
- Intersectional and Community-Centered.
- Trust Before Scale.
- Emergence as Method.
- Transparency and Accountability.

Global Activism is governed by a Global Council representing artists, activists, and movement builders from across regions. The Movement Secretariat is the coordination team that supports the

Council operationally.

The Role

The Admin Coordinator provides the day-to-day administrative support that keeps the Secretariat functioning. You will manage scheduling, correspondence, document handling, and coordination tasks that support the Secretariat. The work is practical and varied, and the person in this role needs to be reliable, discreet, and comfortable managing multiple priorities while working with distributed teams across time zones.

Reports to Project Lead	Community and Partnerships Director (recruitment in progress)
Works closely with	Operations Director, all Movement Secretariat members, Executive Leadership, Global Council

Role titles describe functional scope and help people understand what a role does or who to contact. They do not map to decision-making authority, which at Global Activism is distributed through governance structures, committees, and collaborative processes.

Key Responsibilities

Scheduling and Coordination

- Manage scheduling for key Secretariat meetings, Global Council engagements, committee sessions, and external calls — coordinating across multiple time zones. • Coordinate logistics for virtual and in-person gatherings, including platform setup, participant communications, and materials distribution.
- Maintain an organized calendar system for the Secretariat.
- Track action items from key meetings and follow up to ensure completion.

Communications and Documentation

- Draft and manage internal and external correspondence on behalf of Secretariat members.
- Maintain organized filing systems for documents, agreements, contracts, and key materials.
- Prepare meeting agendas, briefing packages, and notes.
- Support preparation of presentations, reports, and communication materials as needed. • Ensure timely and organized information flow across the Secretariat.

Travel and Event Logistics

- Coordinate travel arrangements and logistical support for Secretariat and Global Council members and key events.
- Manage event logistics for leadership-led engagements: registrations, accommodations, schedules.

Systems and Platform Support

- Maintain administrative tools and information organization across Google Workspace, Slack, Zoom, and other Secretariat platforms.
- Support information management: folder structures, shared drives, naming conventions. • Assist with platform setup and technical coordination for meetings and events.

Qualifications

Required

- Has coordinated scheduling, correspondence, contractor records, and logistics across a complex distributed organization. Experience gained through executive support in community organizations, activist collectives, or grassroots movements counts alongside formal employment history.
- High level of discretion and professional judgment.
- Strong organizational skills, with ability to manage multiple concurrent tasks and track completion.
- Clear written and verbal communication in English, as this role drafts external correspondence and coordinates information flow across the Secretariat. • Comfort with digital tools: Google Workspace, Slack, Zoom, and project management platforms.
- Demonstrated ability to work independently and take ownership of recurring coordination tasks.
- Commitment to Global Activism's values, mission, and guiding principles.

Preferred

- Experience supporting senior leadership in international nonprofit, movement, or civil society organizations.
- Experience coordinating across global, multicultural teams and time zones. • Multilingual ability — languages relevant to Global South contexts strongly valued. • Familiarity with arts, culture, or activism sectors.

Compensation and Work Arrangement

Monthly contractor fee: USD \$1,500 to \$2,500/month

All figures are monthly contractor fees, not employment salaries. This is an independent contractor engagement managed through Global Activism's fiscal sponsorship structure.

This role involves regular coordination across time zones. Contractors set their own schedules and are expected to participate in scheduled meetings and collaborative sessions, which are distributed across time zones where possible.

What We Offer

- Connection to a global network of Activists, movement organizers, and cultural changemakers.
- Access to movement learning spaces and professional development opportunities. • Flexible remote work environment.

Our Commitment

We prioritize candidates from the Global South and Global Majority communities. We value movement experience, community organizing, and self-taught practice alongside formal credentials.

For this role, we give equal consideration to experience gained through supporting community organizations, grassroots campaigns, or activist collectives as we would to formal administrative employment.

How to Apply

Send the following to team@globalactivism.ca by May 17, 2026 at midnight SAST (South Africa Standard Time). Use the role title as your subject line.

What to include

1. A CV, no more than two pages, in any format you prefer
 2. A short written response, 300 to 400 words, answering the two questions below a. Tell us a little about yourself. What should we know about you beyond your CV? b. Tell us about how you work. What kind of environment brings out your best, and what does good operational support look like to you?
 3. One reference contact, name and relationship only
- We will confirm receipt of all applications. Shortlisted candidates will be contacted by May 25,

2026 and invited to up to two interview rounds. Panels will include members of the Global Council and Movement Secretariat.

If you need any accommodation to apply or participate in interviews, please let us know when you submit.