



## JOB DESCRIPTION

### Campaign and Admin Consultant – Global Days of Action on Tax Justice for Women's Rights

Type of contract: Consultant-basis, 20hr/week

Location: Remote

Consultancy term: 3 weeks (Feb 23 - March 13)

Desired starting date: 23rd February 2026

#### About GATJ and the GDOA

The Global Alliance for Tax Justice (GATJ) is a coalition formed in 2013, with a focus on advocating for progressive and redistributive tax policies globally. Their goal is to address inequalities within and between countries, ensuring that these policies generate public funding to support essential services and human rights.

The Global Days of Action (GDOA) on Tax Justice for Women's Rights is one of GATJ's flagship activities. Launched in 2017, the GDOA bring together GATJ's regional networks and members of its Tax & Gender Working Group (TGWG) to raise awareness about tax issues affecting women globally, integrate tax justice into broader gender equality struggles, and amplify the voices and experiences of women current on tax justice debates.

This year, the GDOA will take place from March 2 to 8, 2026, under the theme "**Tax Justice for the Human Right to Care**", aiming to highlight the important role that tax systems play in contributing to a more equitable social organisation of care and redistribution of the paid and unpaid care burden disproportionately shouldered by women and girls. This GDOA is particularly important as it will also feature the launch of the 3rd Framing Feminist Taxation Guide (FFTG3).

#### About the Role

GATJ is currently in search of a consultant to assist in the development, coordination and implementation of the GDOA. The consultant will be under the supervision of the GATJ TGWG Lead and the GATJ Communications Coordinator, working closely with other members of the GATJ Secretariat and the TGWG to work on admin, campaign, and communications.

The professional is to support the GATJ's secretariat with the planning and execution of administration, communications, monitoring and evaluation tasks for the GDOA, including but not limited to:

- Development of campaign programme;
- Communications with activity organisers and participants;
- Production of content on the campaign for website and social media (e.g. interviews, blogs, articles, events);
- Documentation of key campaign issues, metrics and moments;
- Support in the assessment of campaign outcomes.

#### Responsibilities



#### General

- Coordinate with regional networks, members of the TGWG, and other partners to ensure a unified and consistent message across all channels.
- Generate engaging and impactful content for GATJ's communication channels, including social media, press releases, website updates, and promotional materials.
- Work with the GATJ-identified and contracted designer and video editor to create visually appealing materials, such as posters, banners, infographics, videos, and presentations, to enhance the campaign's impact.
- Create a toolkit including visual materials and social media templates to be used by members of the alliance and the TGWG.
- Manage GATJ's social media platforms during the campaign, including creating and publishing posts, crafting a social media calendar and implementing strategies to increase online engagement. Monitor and respond to audience interactions.
- Establish and maintain relationships with media outlets to secure coverage of the campaign. Prepare press releases, media kits, facilitate interviews to enhance campaign visibility, and help spokespeople to prepare for interviews.
- Assist in the planning and execution of campaign events, webinars, and other activities, ensuring seamless communication before, during, and after the events.
- Develop key performance indicators (KPIs) for the communication strategy, and assess and report on the effectiveness of communication efforts.

#### Before the Campaign:

- Create content for the communications channels to disseminate the campaign's activities and key messages
- Consolidate campaign programme
- Support the creation of the campaign's toolkit
- Coordinate translations of relevant materials

#### During the campaign:

- Take notes during global events during events
- Collect and organise materials produced by members and partners involved in the campaign
- Develop news articles/summary of each day's global and regional activities as well as social media content

#### After the campaign:

- Collect campaign stories, metrics and narratives from internal and external sources
- Compile detailed campaign assessment report

#### Competences

- Demonstrated ability to develop and execute comprehensive communication strategies for economic and social justice campaigns.
- Proficiency in crafting compelling and engaging content for diverse channels, including social media, press releases, and promotional materials.
- Proven experience in building and maintaining relationships with media outlets to secure campaign coverage and effectively communicate key messages.



- Excellent writing and text editing skills.
- Proficiency with Google Workspace and Wordpress, Meltwater, Mailchimp, Canva, and Analytics.
- Ability to work collaboratively with a diverse team in time-constrained settings.
- Attention to detail and good organisational skills.
- Familiarity with tax and gender work.
- Fluency in English. Knowledge of Spanish and French are an advantage.

## **Applications**

Please send your CV and cover letter in English to <[info@globaltaxjustice.org](mailto:info@globaltaxjustice.org)> with the subject line "GDOA Campaign Consultant" until 20 February 2026. Applications will be reviewed in a rolling manner so early submissions are encouraged.