



People & Culture Coordinator (HR, Wellbeing, Internal Communications & Administration)

Job Description

Position: People & Culture Coordinator

Reports to: Executive Director

Supervises: Administration Intern (when there is)

Coordinates with: Finance Manager, Programmes Manager, Communications Manager

Contract Type: 5-months Consultancy opening to a full-time, 1-year renewable contract (with 3-month probation)

Hours: 9:00AM - 6:00PM; Full-time

Salary Range: 45,000 THB to 50,000 THB per month (Negotiable)

Location: Manushya Foundation office in Bangkok, Thailand

Starting Date: As soon as possible

Who We Are

In Sanskrit, Manushya means 'Human Being'. It was founded in 2017 by Emilie Palamy Pradichit, with the vision to build a movement of **Equal Human Beings** ∞ **#WeAreManushyan** ∞ Manushya is an Intersectional Feminist organization reinforcing the power of Humans, in particular local communities and women human rights defenders, to fight for Human Rights, Equality & Justice!

∞ Our Vision ∞

#WeAreManushyan • Equal Human Beings • We Believe in the 'Infinite Positive Power of Humans' in building together inclusive, just, equal and peaceful societies in Asia, where everyone enjoys human rights, leaving no one behind.

∞ Our Mission ∞

We connect and reinforce the power of local communities across Asia to be at the center of decisions and policies that affect them. Communities become Agents of Change fighting for their rights and providing solutions to improve their lives and livelihoods.

∞ Our Thematic Focus ∞

1. **Defending Democracy & Digital Rights:** We work towards the promotion and protection of democracy, online freedom of expression and online privacy.
2. **Fighting for Corporate accountability & Climate Justice:** We're committed to put People & Planet over Profit!
3. **Seeking Justice before the United Nations Accountability Mechanisms:** We reinforce the power of local communities to engage with UN Human Rights Mechanisms, ensuring their voices and needs are taken into account to improve the situation on the ground. We also pursue international litigation cases to bring Justice to communities!
4. **Powering Women Leaders:** We apply a gender lens to our work and ensure women human rights defenders lead human rights decisions and initiatives.
5. **Protecting & Resourcing Human Rights Defenders:** We protect activists at risk through our feminist safety nets and provide emergency rapid response grants. We also provide strategic grants to grassroots and movements to sustain and fight for justice, including to marginalized communities affected by unfair policies and facing the most adverse impacts of business conducts.

∞ **How does change happen?** Check our website and social media platforms to learn more about our Theory Of Change, strategies and campaigns!

Our Social Media:

Website: <https://www.manushyafoundation.org/>

Facebook: <https://www.facebook.com/ManushyaFdn/>

Twitter: <https://twitter.com/ManushyaFdn>

LinkedIn: <https://www.linkedin.com/company/manushyafoundation/>

Youtube: <https://www.youtube.com/channel/UCaU7V4i-UFVQnXSV4nVXRfg>.

Responsibilities of the People & Culture Coordinator

Purpose and scope of this position

The People & Culture Coordinator ensures that Manushya Foundation's internal systems and organizational culture reflect its feminist, decolonial, and intersectional values.

The role leads on HR management, staff wellbeing, internal communications, and administration — creating a caring, transparent, and inclusive environment that enables every Manushyan to thrive.

Working closely with the Finance Manager, Programmes Manager, and Communications Manager, the People & Culture Coordinator strengthens internal systems and culture by balancing People & Care with Money & Compliance.

Duties & Responsibilities

1. Human Resources & People Systems

- Lead the full HR cycle: recruitment, onboarding, probation reviews, performance evaluations, and offboarding.
- Maintain HR files, contracts, leave records, and payroll documentation in coordination with the Finance Manager.
- Ensure HR policies reflect Manushya's feminist and decolonial values while complying with Thai labour law and donor requirements.
- Implement Manushya's Standard Operating Procedures (SOPs) related to HR, administration, and wellbeing; conduct inductions and monitor adherence.
- Optimize ClickUp for organizational development related to HR and wellbeing, ensuring transparent information flow and accountability.
- Support the ED and the Finance Manager in developing salary scales, benefits policies, and professional development plans.
- Foster a positive, inclusive, and accountable work environment that values diversity and collective care.

2. Wellbeing & Collective Care

- Implement Manushya's Wellbeing Framework developed with Open Briefing, including care pathways, risk protocols, and trauma-informed practices.
- Serve as primary liaison with Open Briefing, Backyard Politics, and other wellbeing partners for staff support, referrals, and training.
- Develop and implement staff wellbeing strategies, including check-ins, wellbeing surveys, and care-centered policies.
- Organize team-building activities, retreats, and internal reflection sessions that nurture solidarity and self-care.
- Promote feminist care practices across leadership and team dynamics.

3. Administration & Logistics

- Oversee day-to-day office operations, including equipment, supplies, and vendor coordination.
- Manage logistics for meetings, retreats, and events in coordination with the Programmes Team.
- Coordinate visa processes, work permits, and travel arrangements for staff, consultants, and guests.
- Supervise the Administration Intern (when there is) and ensure proper filing of HR and administrative documents.
- Liaise with landlords, government offices, and service providers to ensure smooth office operations.
- Work closely with the Finance Manager to ensure administrative processes meet donor compliance and internal SOP standards.

4. Internal Communication & Organizational Culture

- Lead internal communications and workflow coordination across teams using ClickUp.
- Develop internal content such as 'What's Up Manushya?' and onboarding materials explaining 'What It Means to Be Manushyan' — grounded in the 4Ds: Deference, Differences, Disagreement, and Decolonial.
- Facilitate learning spaces, internal dialogues, and knowledge exchanges that strengthen Manushya's collective identity.

5. Collaboration with the Communications Manager for External Communication

- Collaborate closely with the Communications Manager to co-create content that highlights Manushya's internal culture, feminist values, and the humans behind its work.
- Jointly develop 'What's Up Manushya?' and 'What It Means to Be a Manushyan' features, showcasing staff voices, wellbeing initiatives, and internal milestones — and ensure these are translated into engaging external content for Manushya's platforms.
- Provide updates and internal stories that reflect care, inclusion, and collective strength, for integration into newsletters, website updates, and social media campaigns.
- Ensure coherence between internal narratives and external messaging to strengthen Manushya's identity as a decolonial, intersectional feminist organization.

6. Coordination with Other Teams

- Work closely with the Programmes Team and Programmes Manager to organize workshops, events, and retreats that integrate care, accessibility, and inclusion.
- Collaborate with the Finance Manager to align HR, wellbeing, and admin budgets with donor requirements.
- Support the ED in monitoring internal systems, organizational health, and staff satisfaction.

Division of Labour with the Finance Manager

Functional Area	People & Culture Coordinator	Finance Manager
Human Resources	Leads the full HR cycle: recruitment, onboarding, performance management, and offboarding. Maintains staff files, contracts, and leave records. Implements HR and wellbeing SOPs.	Verifies HR payments, payroll, benefits, and allowances. Ensures HR-related costs comply with donor rules and budget allocations.

Wellbeing	Implements Manushya's Wellbeing Framework developed with Open Briefing. Liaises with Open Briefing, Backyard Politics, and other wellbeing partners. Leads care-centered initiatives, wellbeing surveys, and retreats.	Approves and monitors wellbeing-related expenditures and ensures compliance with donor regulations.
Administration	Oversees office operations, logistics, visas, work permits, and staff travel. Supervises the Administration Intern (when there is). Maintains administrative records and filing.	Reviews and approves admin-related expenses and reimbursements. Ensures admin costs comply with donor policies and budget limits.
Procurement	Provides logistical and administrative support (e.g., venue booking, transport arrangements). Does not manage procurement processes.	Leads procurement from A to Z — prepares RFQs, evaluates bids, issues purchase orders, ensures donor and policy compliance.
Internal Communications	Leads internal communication via ClickUp. Develops 'What's Up Manushya?' and 'What It Means to Be Manushyan.' Ensures alignment, inclusion, and transparency.	Shares financial updates and donor requirements for internal understanding and accountability.
Financial Coordination	Provides HR data (salaries, benefits, professional development costs) for budgeting and donor reporting.	Manages organizational budgets, accounting, and financial reporting. Ensures audit readiness and cost allowability.

Requirements

Qualifications

- Master's degree in Human Resources, Organizational Management, or Corporate Communications.
- Minimum 3 years' experience in HR, wellbeing, or administration in NGOs or similar settings.
- Strong interpersonal, facilitation, and communication skills in English and Thai.
- Proven ability to manage multiple priorities while maintaining confidentiality and integrity.
- Excellent writing and coordination skills; ability to communicate with warmth and clarity.
- Proficiency in ClickUp or other project management tools (Asana, Trello, Notion).
- Commitment to feminist leadership, decolonial practice, and intersectional justice.

SKILLS:

- Excellent management and organizational skills are essential.
- Detail-oriented and thorough in financial documents and ensuring accuracy.
- Adherence to high ethical standards and integrity in financial practices.
- Commitment to transparency and accountability.
- Have quick and decisive problem-solving, especially in high pressure situations.
- Strong analytical and computer skills, especially spreadsheet and financial analysis.
- Ability to work with minimal supervision and show initiative.

Preferred

- Experience leading wellbeing or culture-building initiatives.
- Familiarity with donor-funded project administration (USAID, NED, EU, UN).
- Experience in feminist or human rights organizations in the Global South.

Conditions & Benefits

The position is a full-time coordinator level employment position. Salary will range from 45,000 THB to 50,000 THB net / month.

- This is a full-time position (Monday to Friday, with occasional weekend and evenings depending on field trips and workshops. The position may require long hours including evenings and weekends to complete tasks which are compensated as additional annual leave).
- Competitive remuneration in the human rights field, social security and add-on benefits after the 3-month probationary period, including complementary health insurance, provident fund;
- Organizational well-being;
- Flexible working hours;
- Personal development opportunities;

- Feminist working culture, embracing diversity, equity and inclusion;
- 1,25 annual leave days per month, in addition to the observed public holidays;
- All travels related to work, field trips are covered by Manushya Foundation;
- Full involvement in Manushya's organizational development to create a better workplace for all.

How to apply

- Applicants should submit their **updated resume/CV** and **cover letter**. Use **People & Culture Coordinator Application** to be put in the subject line and send it to wearemanushyan@manushyafoundation.org.
- Interested applicants are encouraged to apply ASAP prior to the deadline as applications will be reviewed on a rolling basis.

Inclusion Statement

We strongly encourage applications from women, LGBTQI+ people, Indigenous Peoples, ethnic minorities, persons with disabilities, and those from marginalized communities across Thailand and Southeast Asia.

#WeAreManushyan ∞ Equal Human Beings