



Career Services Newsletter  
October 8, 2007  
Volume 3, Issue 19

---

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to [icarjob@gmu.edu](mailto:icarjob@gmu.edu)

**Table of Contents**

Table of Contents ..... 1  
Career Related Events ..... 2  
Organization Spotlight ..... 2  
Internships ..... 2  
    Volunteer in London- Working for Liberal Democrat MPs ..... 2  
Fellowships ..... 3  
    DOROTHY MARCHUS SENESH FELLOWSHIP FOR THIRD WORLD WOMEN IN  
    PEACE AND DEVELOPMENT STUDIES ..... 3  
    Post-doctoral Fellows for Committee on Global Thought, Columbia University, New York .. 4  
    The Cosmos Club Foundation research grants ..... 5  
    International Development Fellows Program (IDFP), Catholic Relief Services ..... 5  
    Two USAID Fellowships, Washington, D.C. .... 6  
Jobs ..... 8  
    Regional Programme Coordinator Asia & CIS, CARE Österreich, Vienna, Austria ..... 8  
    American Near East Refugee, Middle East Representative, Jerusalem ..... 10  
    European Parliamentary Researcher, London, UK ..... 12  
    Outreach Coordinator, World Security Institute, Washington D.C. .... 12  
    Coordinator of ADR Roster and Data Management, Annapolis, Maryland ..... 14  
    Two positions with Break the Cycle, Washington, D.C. .... 15  
        Policy & Technical Assistance Attorney ..... 15  
        Education & Outreach Coordinator ..... 17  
    Life Skills Coordinator-Harrington House, Seattle, Washington ..... 18  
    Program Manager, Washington, District of Columbia ..... 20  
    Task Manager, ACDI/VOCA, Washington D.C. .... 20

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.  
Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

Senior Program Officer, Cuba Programs Washington, D.C .....	22
Senior Associate Director for Development, Peace Programs, Atlanta, GA .....	23
Judicial Officer and Special Projects, William Rainey Harper College, Illinois .....	24
Online Advocacy Program Manager, International Rescue Committee, New York .....	24
Program Assistant, Washington Office on Latin America, Washington D.C.....	26
Associate Ombuds position, Princeton University Ombuds Office, NJ .....	28
Chief of Party for Enhancing People to People Indigenous Capacities, Juba, Southern Sudan .....	29
Three positions with Winrock International - Arlington, Virginia .....	30
Program Associate for Gender Integration and Program Support Africa Education Initiative -AGSP .....	30
Program Associate Clean Energy projects.....	32
Program Officer for Clean Energy projects.....	33
Program Director Training - The University of Texas School of Law, Austin, Texas.....	34
Administrator position with The Peace and Justice Studies Association, University of San Francisco, CA.....	35
Three positions with UMCOR, Sri Lanka .....	36
Umbrella Grants Program Manager, Colombo.....	36
Field Coordinator based in Jaffna.....	37
Program Coordinator, Colombo .....	38

## Career Related Events

## Organization Spotlight

## Internships

### ***Volunteer in London- Working for Liberal Democrat MPs***

Interested in gaining political work experience in the heart of Westminster? Interested in volunteering in one of the key Liberal Democrat offices, including the Leader's office? If you would like to be part of the new Lib Dem BME intern scheme please send your CV and covering letter explaining why you would like to take up this opportunity to [\*\*suttiea@parliament.uk\*\*](mailto:suttiea@parliament.uk) and [\*\*adamsonv@parliament.uk\*\*](mailto:adamsonv@parliament.uk).

If you are interested in volunteering in a Liberal Democrat MP's office please send a CV and covering letter, including details of your availability (e.g. 5 days a week, for up to six months) to Ben Williams ([\*\*williamsbp@parliament.uk\*\*](mailto:williamsbp@parliament.uk)), Secretary to the Parliamentary Party, and this will be made available to any MP who enquires.

You are encouraged to enquire well in advance of your availability as parliamentary passes can take as long as 2-3 months to be processed. However, writing to MP's

individually may also be productive.

Email addresses for all MPs accompany their biogs in the Who's Who section of this site, or letters can be posted to them at the House of Commons, London, SW1A 0AA.

---

**For other Liberal Democrat jobs, it is worth having a look at the popular [Working 4 an MP site](#)**

---

The Liberal Democrats support equality of opportunity and welcome applications from all sections of the community.

## Fellowships

### ***DOROTHY MARCHUS SENESH FELLOWSHIP FOR THIRD WORLD WOMEN IN PEACE AND DEVELOPMENT STUDIES***

EIGHTH BIENNIAL AWARD

**2008-2009**

#### **The International Peace Research Association Foundation**

The IPRA Foundation was founded in 1990 as a nonprofit, tax-exempt organization. The Foundation's sole function is to further the purposes and activities of the International Peace Research Association (IPRA), which has for the last thirty years sought to enhance the process of peace.

#### **DOROTHY MARCHUS SENESH FELLOWSHIP**

The International Peace Research Association Foundation invites applications for the Dorothy Marchus Senesh Fellowship in Peace and Development Studies for Third World Women. Dorothy Senesh was a long-time activist for international peace and justice. Her husband Lawrence established this fellowship following her death in 1989. The first award was made at the IPRA 25th Anniversary meeting, July 1990, in Groningen, Netherlands and has been made biennially since. The tenth award will be made at the 22nd biennial IPRA meeting in Belgium.

#### **AWARD**

Every other year (beginning in 1990) one woman receives school expenses in the amount of \$5,000 per year for two years.

#### **ELIGIBILITY**

The Dorothy Senesh Fellowship is available to women from the Third World who have completed a Bachelor's degree, who have been accepted into a graduate program and whose graduate work is to be focused on issues related to the goals of IPRA. Funds will only be dispersed when the selected candidate is admitted into a graduate program. Awards are considered based on need; therefore students with substantial funding sources are less likely to be considered for the award.

#### **APPLICATION**

APPLICATIONS ARE DUE BY JANUARY 15, 2008. ANNOUNCEMENT OF THE AWARD WILL BE MADE BY FEBRUARY 15, 2008.

THE APPLICATION FORM IS ENCLOSED. PLEASE WRITE IN ENGLISH. SEND ONE COPY OF THE APPLICATION FORM TO:

Linda M. Johnston, Ph.D., Director  
Conflict Management Program  
Kennesaw State University  
1000 Chastain Road, #2205, Social Sciences  
Building #22, Room 5034  
Kennesaw, GA 30144-5591 USA  
TELE: (678) 797.2233  
FAX: (770) 423.6880  
Questions? Email Dr. Johnston at  
Ljohnst9@kennesaw.edu

#### **ABOUT IPRA**

The International Peace Research Association (IPRA) is an independent international nongovernmental body with members in over seventy countries and all regions of the world.

IPRA was founded in 1965 to advance interdisciplinary research into the conditions of peace, as well as the causes of war and other forms of violence. It utilizes different social disciplines to analyze and explain conflictual and peaceful processes at the national and

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.  
Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

international levels. IPRA researchers are able to test their individual research in working groups covering a range of topics including communications, conversion from military to civilian production, defense and disarmament, ecological security, food policy, human rights and development, internal conflict resolution, international conflict resolution, nonviolence, peace building in crisis areas, peace education, peace movements, refugees, religious conflict, and women and peace

## ***Post-doctoral Fellows for Committee on Global Thought, Columbia University, New York***

Salary: Unspecified

Date posted: 9/26/2007

Application deadline: 1/15/2008

The Committee on Global Thought at Columbia University in New York City seeks Post-doctoral Fellows for the academic year 2008-2009. The goal of the Committee is to provide a space for cross-disciplinary, transnational, and otherwise expansive exploration of the world, including processes of globalization, comparisons past and present, and pressing contemporary issues. The Committee welcomes applicants from all disciplines, and seeks a mix of fellows from the sciences, social sciences, and humanities to help create a new agenda for global thinking and action. The broad range of topics being considered under the purview of the Committee on Global Thought include: Secularism and Diversity, Global Governance, Poverty and Inequality, and Global Cities.

Fellows will be expected to teach or assist with one undergraduate or graduate course as well as to plan and participate in symposia and other activities of the Committee. The remaining half of the Fellow's time will be devoted to individual research. Salaries will be competitive.

Please send three (3) copies of each: a CV, a letter explaining research interests and plans for research and writing during your tenure with the Committee, and a paper or other suitable evidence of scholarship. Three letters of reference, in sealed envelopes, should be enclosed within the application. All materials may be sent to:

Committee on Global Thought  
Columbia University  
Heyman Center, East Campus  
2960 Broadway MC 5780 New York, NY 10027  
Attn: Post-doctoral Search

Final deadline is January 15th, 2008.

For additional information please e-mail  
cgtmail@columbia.edu, or see our Web site at  
www.columbia.edu/cu/globalthought

NO APPLICATIONS or REFERENCE LETTERS  
WILL BE ACCEPTED VIA E-MAIL.

## ***The Cosmos Club Foundation research grants***

### COSMOS SCHOLARS

The Cosmos Club Foundation provides small grants for students in all academic fields to supplement funding for graduate student research. Grants range from \$1,500 - 3,000 and are ideal for equipment needs, supplies, and travel that exceed the student's current funding level. Grants are NOT given for tuition and living expenses.

Applications are due November 3, 2007 and require a 500 word statement describing the research project including goals, methods, schedule, and costs. In addition, a CV and a short application capturing basic biographical data are required.

Applications are available at [www.cosmosclubfoundation.org/scholars/grants-program.html](http://www.cosmosclubfoundation.org/scholars/grants-program.html)

Graduate students should work with their advisors to create the 500 word statement of research project. For additional support in preparing the application, please contact Dr. Jeannie Brown Leonard, [jleonarc@gmu.edu](mailto:jleonarc@gmu.edu) or 703-993-2917.

## ***International Development Fellows Program (IDFP), Catholic Relief Services***

See <http://www.crs.org/about/careers/fellowships/>

The CRS International Development Fellows Program is intended to give people who are interested in a career in international relief and development an opportunity to increase their overseas experience and gain broad exposure to CRS programs. Each year, CRS has approximately 20 placements with our country programs (based overseas). Assignments are for one year.

[Apply online for the International Development Fellows Program.](#)

Specific job responsibilities vary greatly from one country to another depending on the country programs focus (Agriculture, Health, Peacebuilding, Education, Microfinance, social assistance or a combination of these). The goal of the IDFP is to place Fellows in positions where they can

draw on their previous education and work experience, while broadening their skills. Many of our fellowships lead to regular positions with Catholic Relief Services.

How to Apply for the International Development Fellows Program

**The application for the next Fellows session is now available on-line until December 3, 2007.** All interested candidates must apply on-line. Unlike in previous years, CRS will not be accepting applications or conducting formal interviews during our visits to universities. We will instead do phone interviews for those individuals who qualify. Please note we will also be testing language ability, based on your stated level in your application, during the same phone interview. CRS will still be visiting universities this year primarily to provide information about the Fellows program, and answer any questions you may have about the selection process. We look forward to receiving your on-line application and meeting you when we come to visit your university this fall. A list of universities we intend to visit this year will be available on-line shortly.

For frequently asked questions about CRS and the International Development Fellows Program, please go to our [Frequently Asked Questions \(FAQ\)](#) page.

#### Eligibility Requirements

- Master's degree (in international affairs/ international development, Latin American/African/Asian studies, public health, international agriculture, international management or related field) strongly preferred but will consider a Bachelor's degree with significant management or development experience.
- Professional proficiency in French, Spanish, or Portuguese. French preferred.
- Competitive candidates will have overseas work experience in a developing country OR relevant US-based experience, especially domestic community development work similar to CRS' work overseas.
- Overseas experience required.
- Strong cross-cultural skills with the ability to adapt to the local culture.
- Interest in a career in development or emergency relief.
- Commitment to CRS' principles (including Catholic Social Teaching and the agency's approach to development)
- Ability to operate effectively in a stressful, fast changing environment where security could change unexpectedly.
- Strong oral and written communication skills
- Strong analytical skills
- Desire to work for a faith-based organization.

#### Benefits

CRS provides the IDFP participants with the following benefits:

- Stipend, cost of living adjustment, housing, transportation to and from the country of assignment, SOS, vacation, medical, life, travel/accident and personal/household effects insurance.

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

## ***Two USAID Fellowships, Washington, D.C.***

The Office of Democracy and Governance in the U. S. Agency for International Development (USAID) and World Learning are currently seeking two qualified political scientists for one-year renewable fellowships based in Washington, D. C. One fellowship is dedicated to implementing forthcoming recommendations from the National Academy of Sciences for improving the evaluation of USAID's democracy and governance programs. The second fellowship will focus specifically on measuring and assessing the results of programs in the elections and political processes area.

As the primary channel for U.S. foreign assistance in the developing world, USAID has taken a leading role in promoting and consolidating democracy worldwide, managing approximately one billion dollars per year in grants and contracts to over 80 countries. Democracy and governance programs are technical assistance and other support to strengthen capacity of reform-minded governments, non-governmental actors, and/or citizens in order to develop and support democratic states and institutions that are responsive and accountable to citizens. These efforts also include promoting democratic transitions in countries that are not reform-minded. Democracy programs promote the rule of law and human rights, transparent and fair elections coupled with a competitive political process, a free and independent media, stronger civil society and greater citizen participation in government, and governance structures that are efficient, responsive and accountable.

I would greatly appreciate it if you could distribute this notice within your department and to any others who may be interested. We are particularly interested in candidates from academia, including those able to take leave from faculty positions, those who wish to delay their entry into academic employment, and those who wish to explore a policy position as an alternative. The Democracy Fellows Program is managed by World Learning, and any inquiries about the positions should be directed to Ellen Garrett or Hadi Heneveld at (202) 408-5420. The full announcement for both fellowships can be found at <http://wlid.usaid.gov/available.html>, and applications can be submitted to:

World Learning  
1015 15th Street, NW, Suite 750  
Washington, DC 20005  
Fax: (202) 408-5397  
Email: [dfp.info@worldlearning.org](mailto:dfp.info@worldlearning.org)

Thank you very much.

Sincerely,

Maria Rendon-Labadan

Acting Office Director

Bureau for Democracy, Conflict and Humanitarian Assistance,

Office of Democracy and Governance

## Jobs

### *Regional Programme Coordinator Asia & CIS, **CARE Österreich, Vienna, Austria***

#### **JOB DESCRIPTION**

**Supervisor:** Programme Director

**Contract:** 1 January to 31 October 2008 (paternity vacancy)

**Closing date:** Applications must be received by Wednesday 17 October 2007

#### **Summary**

CARE Österreich was founded in 1986 as an independent Austrian non-governmental humanitarian aid and development organisation with the purpose of poverty eradication and social justice. CARE Österreich is a member of the CARE International confederation and operates through its CARE International Country Offices in more than 15 countries. Guided by CARE International's principles of participation, transparency and accountability our programme seeks to strengthen civil society and the local/national development structures and to enhance the communities' own development capacities. CARE Österreich's activities are focused on women's empowerment, promotion of good governance principles as well as strengthening civil society actors to play their part in a vibrant and dynamic society.

We implement gender mainstreaming systematically at the organisational and programmatic level with a specific focus on women empowerment programming. Advocacy is a major feature of CARE Österreich's programmes to increase programme impact by influencing policy decision makers at local, national and international level. CARE Österreich programmatic focus sectors

are Environment and Development, Social Empowerment and Emergency and Humanitarian Aid.

For more information about CARE Österreich please consult our web-site: <http://www.care.at>

The Regional Programme Coordinator is responsible for the development and implementation/management of the entire CARE Österreich project portfolio in the Asia and CIS region with the exception of emergency programmes. This responsibility includes:

- budgetary and contractual oversight of the programme/project development and implementation;
- in-depth familiarity with national strategies and action plans as well as CARE country offices and regional strategic priorities;
- familiarity with EU and ADA regional and country specific policies, funding mechanism and donor regulations as well as active engagement and liaison with the respective donor Headquarters and Field Representatives (EC Delegations, Kobüs);
- CARE International country offices and regional management unit relations;
- development of strategic partnerships with other development actors such as NGOs, academic institutions, companies, networks and platforms as well as other CARE International members;
- supporting specific CARE Country Office and CARE International advocacy initiatives;
- working closely with the CARE Österreich Marketing department on specific fund-raising and PR initiatives;
- supporting the implementation of the CARE Österreich strategy by working closely with the CARE Österreich technical advisors and promoting the CARE Österreich programme sectors in terms of project funding;
- staff management.

Up to 20% travelling is required.

## **Qualifications/Education**

### **Required:**

- At least seven years work experience in development environments
- Professional experience in project design, monitoring and evaluation and contract management
- Demonstrated commitment to CARE' s Programme principles and CARE International Project Standards
- A profound understanding of development concepts, models and debates including household livelihood security, rights-based approaches, gender equality and women empowerment,
- Familiarity with donor policies and regulations, especially the EU and Austrian Development Agency
- Good understanding of financial management and strategic planning
- Understanding and ability to work in multi-cultural environment (cultural sensitivity)
- Full computer literacy and adequate administrative skills
- Fluency in written and spoken English
- University degree preferably in social sciences or other relevant studies
- At least one year job assignment in a development country

### **Desired:**

- Command of German as a second/first language
- Experience in staff supervision

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

- Training and facilitation skills

### **To apply**

Please send an application letter together with a CV in English with details of 2 referees to the attention of Claudia Filip at "[claudia.filip@care.at](mailto:claudia.filip@care.at)". Please use "Regional Programme Coordinator" as the subject of your e-mail.

The closing date for applications is Wednesday 17 October 2007 and interviews are expected to take place in the second half of October in Vienna. CARE will be unable to cover any costs relating to the interview.

### ***American Near East Refugee, Middle East Representative, Jerusalem***

ANERA is a 40-year-old nonprofit humanitarian organization working in the West Bank, Gaza, Lebanon, Jordan and Israel. ANERA's mission is to create opportunity and hope for people in the Middle East by improving health care and education and stimulating job creation.

American Near East Refugee Aid (ANERA) is seeking a representative in the Middle East who will be responsible for all operations in the West Bank, Gaza and any activities in Israel. He/she assumes the following responsibilities:

#### ***Duties***

1. Report directly to the Washington-based ANERA President.
2. Coordinate with the Vice President based in Washington on all matters related to programs.
3. Respond to requests for information, coordination, visitor assistance, etc. by all ANERA/Washington staff and Board members.
4. In coordination with the Deputy Middle East Representative (based in Jerusalem), and four Area Managers (based in Nablus, Ramallah, Hebron and Gaza), maintain overall responsibility for the direction and supervision of ANERA activities in the West Bank, Gaza and Israel.
5. Provide for the direction, supervision, advancement and evaluation of all ANERA personnel (currently 60 staff members/volunteers in the West Bank, Gaza and Israel).
6. Identify priority needs for health, education, economic productivity, infrastructural development & humanitarian relief activities and design projects/programs accordingly.
7. Make projections of multiyear funding needs and help to set ANERA priorities for fundraising.

- 8.** Seek out new funding opportunities and assign responsibilities for drafting proposals for submission to bilateral and multilateral funders (currently including USAID, CIDA, UNIFAD and UNICEF).
- 9.** Negotiate contractual agreements with local partners and consultants, subject to final approval by the ANERA President, and assure the proper implementation of all agreements.
- 10.** Assure the proper stewardship of funded projects by professional implementation as well as proper narrative/financial reporting to the respective individual donors/professional funders.
- 11.** Measure program activities and impact, assist in strategic plan development, and implement strategic plan.
- 12.** Monitor project budgets and work plans, as well as assume overall responsibility for proper fiscal management, financial reporting, and cooperation with assigned auditors.
- 13.** Assure compliance with U.S. and host government policies, including such issues as taxation, procurement, environmental and anti-terrorism regulations.
- 14.** Represent ANERA in building partnerships with U.S. government agencies, other bilateral funders, host governments (Israel, Palestine), partner agencies and NGOs.
- 15.** Anticipate and insure staff and visitor security, and serve as the main point of contact in emergency safety situations.
- 16.** Represent ANERA to local press in coordination with the Communications Director and policy.
- 17.** Serve as the "first" among colleague Country Directors in the Region, in recognition of the size and historical nature of the Palestine program.
- 18.** Perform other tasks as assigned by the ANERA President.

***Qualifications:***

- Advanced degree, preferably in development issues.
- A proven track record in direct supervision of large staff and in "distance" management.
- Significant background in development matters with recognized agencies.
- Substantial professional exposure to grant administration and financial matters.
- Notable years of experience living in the Middle East, preferably in West Bank/Gaza.
- Fluent in conversational Arabic, native English speaker.

- American citizenship preferred.
- Ability to live in Jerusalem.

**Note:**

Final approval of the candidate will require clearance by appropriate government authorities.

**To Apply:**

No phone calls please. E-mail your cover letter and CV to [anera@anera.org](mailto:anera@anera.org) with "Middle East Rep" in the subject line.

## ***European Parliamentary Researcher, London, UK***

**c. £21,000 pa, negotiable**

Liberal Democrat MEP for London Baroness Sarah Ludford is seeking a parliamentary assistant/researcher based in Brussels to support her in policy and legislative work. Sarah Ludford is a leading and high-profile member of the European Parliament's committees on civil liberties, justice & home affairs (LIBE) and vice-chair of its sub-committee on human rights. She is also a member of the EP delegation to the US and a member of the UK House of Lords. The role will centre on support for Sarah Ludford's work on the LIBE committee, especially following the progress of issues and legislative reports, drafting amendments, preparing briefings, speeches & articles, and participating in meetings.

The successful applicant will have a good grasp of EU activity on justice & home affairs and be supportive of European security and border cooperation while keen to ensure civil liberties are upheld. S/he will preferably be a law graduate or at least have a high degree of legal awareness. S/he will be politically aware and sympathetic to the Liberal Democrats, and preferably have some EU/European Parliament experience. S/he will be highly organised, have excellent communication and good IT skills and the ability to work on own initiative, and be pleasant to work with and flexible in helping with other office tasks.

Interviews will be held in Brussels or London.

Closing date 5th October 2007

Please send CV and covering letter to Baroness Sarah Ludford MEP at [\*\*sarah.ludford@europarl.europa.eu\*\*](mailto:sarah.ludford@europarl.europa.eu)

## ***Outreach Coordinator, World Security Institute, Washington D.C.***

Education: Bachelor (BA, BS, etc.)

Location: Washington, District of Columbia, 20036, United States

Posted by: [World Security Institute](#)

Type: Full time

Language(s): English

Job posted on: September 28, 2007

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

Area of Focus: Government Oversight and Reform, International Relations, Media and Journalism, Peace, War, and Conflict Resolution, Politics

Job Category: Advertising, Communications, Editing & Writing, Event planning, Management, Marketing, Project management, Public relations

Salary: mid-30s

Last day to apply: November 1, 2007

Last updated: October 1, 2007

**Description:**

This is a full-time, entry-level position as an Outreach Coordinator. The position will consist of marketing and promoting much of the work of research analysts for the Center for Defense Information, which writes about a variety of issues including Space Security, Missile Defense, Military Reform, and Nuclear Proliferation. About half of the Coordinator's time will be devoted to our Straus Military Reform Project, which provides analysis and fosters debate on the uses, strategy, doctrine and forces of the U.S. military and its role in the wider national security structure; the other half of the Coordinator's time will be devoted to remaining projects at the World Security Institute. The work of the CDI research analysts is often distributed to mainstream media outlets, to various policy-related websites, including our own, and they are often included in our own bi-monthly publication, the Defense Monitor. Coordinating the publication of the Defense Monitor, as well as the online weekly newsletter, the Weekly Security Review, will be a main duty for the Outreach Coordinator, as well as suggesting new outreach tools to reach broader audiences. Therefore, some prior experience with HTML, online outreach or editing web pages is preferred.

The Outreach Coordinator will be responsible for coordinating publicity and public relations activities for the organization. This will include activities such as advertising (including the management of an extensive Google Adwords campaign), event management, and donor relations. The Outreach Coordinator will work closely with the Editorial Coordinator and will often assist with editing all WSI materials and help manage the organization's various publications as needed. The Coordinator will report directly to the director of CDI, as well as the vice president of development.

The Outreach Coordinator will also assume the role as coordinator for WSI's competitive internship program. The organization typically hires 10-15 full-time, paid interns per semester, and the Coordinator will be the main point of contact for applications and administrative supervision for all of the interns.

**Additional Qualifications:**

**Skills Required:**

- Interest or experience in interacting with people, leading and participating in group projects, and communicating with press and media outlets
- Knowledge of AP Style and Chicago Manual of Style, preferably experience/background in editing or writing (a skills test will be given to top candidates)
- Familiarity with a variety of computer software programs such as MS Office suite, Adobe PageMaker, and Adobe Photoshop; knowledge of web 2.0 tools, HTML and website maintenance is highly desirable
- Interest or experience in defense or foreign policy, international relations, or international communications
- American English-language fluency (native speaker)

**Education requirements:**

- B.A. in journalism, English, political science, communications or a related field
- M.A. in related field not required, but may be helpful

**How to Apply:**

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

Compensation and benefits: Salary in mid-30's, five weeks of paid vacation, 403(b) retirement savings plan with generous employer contribution after one year, 11 paid holidays, on-site fitness center, excellent health coverage, and a public transportation allowance.

**How to Apply:**

We will be accepting applications until the position is filled; however, we encourage applicants to send their resumes as quickly as possible to ensure our consideration. The projected start date for this position is October 15-30, 2007; however, if possible, we'd appreciate the willingness to start sooner.

Please send a current resume, cover letter, and short writing sample (3-5 pages) to:

Editorial Coordinator Search Committee  
World Security Institute  
1779 Massachusetts Ave. NW Ste. 615  
Washington, DC 20036  
Or, by e-mail: [thitchens@cdi.org](mailto:thitchens@cdi.org)

## ***Coordinator of ADR Roster and Data Management, Annapolis, Maryland***

**Opening Date:** September 28, 2007

**Closing Date:** Open until filled

**Job Title:** Coordinator of ADR Roster and Data Management

**Position Type:** Regular Full Time

**FLSA Status:** Exempt

**PIN:** 084574

**Grade/Entry Salary Range:** J13 \$43,292 - \$51,745 (Depending on Qualifications)

**Location:** The District Court of Maryland Alternative Dispute Resolution Office, Annapolis, Maryland

**Financial Disclosure:** Yes

**Regular State employees subject to promotion/demotion policy**

**Essential Functions:** The Coordinator of ADR Roster and Data Management, CARDM is responsible to develop and maintain a system to manage all District Court ADR Practitioners, and coordinate the collection and maintenance of data from them. It is the responsibility of the CARDM to coordinate all ADR Practitioner scheduling, whether regular or on a special needs basis, and to develop and manage the volunteer database and the collection of all regular data from each ADR session, including the ADR Practitioner Activity Reports and the ADR Participant Feedback forms. In many aspects of performing his/her duties, the CARDM will work closely with the Regional Program Directors, the Program Development and Community Outreach Director and the Quality Assurance Director. The CARDM will initiate new work as needed to fulfill the goals as stated herein, and always using a collaborative approach in so doing. This position requires collaborative work but it also requires independent work, and often without direct instruction. Candidate must have the ability to travel around the State, and occasionally around the country.

**Education:** Possession of a bachelor's degree from an accredited college or university.

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

**Experience:** Five years of related work experience, two of which involved customer service.

**Preferred:** Experience in Multilingual skills. Knowledge of budgetary process and procurement procedures.

**Skills/Abilities:** Knowledge of mediation, court and legal systems, court rules, and other forms relating to ADR.

Outstanding

written and oral communication skills, negotiation and diplomacy (interpersonal) skills, collaborative problem solving skills,

group facilitation skills, dynamic presentation and public speaking skills. The ability to work with diverse stakeholders (such as

judges, attorneys, courthouse personnel, and the general public) and plan large meetings and events. The ability to be a selfstarter

and to work as a member of a team or independently as the tasks warrant. Ability to set priorities and manage multiple

projects simultaneously. Must be computer literate to include word processing, spread sheets, powerpoint, proficient database

knowledge, and e-mail. Valid Maryland Drivers license with good driving record. Ability to perform all essential functions

of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.**

Maryland Judiciary

Human Resources Department

580 Taylor Ave., Bldg. A-1

Annapolis, MD 21401

Email: jobs@mdcourts.gov (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the**

**workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or**

**disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected**

**for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the**

**United States.**

***Two positions with Break the Cycle, Washington, D.C.***

## **Policy & Technical Assistance Attorney**

### **Our Mission and Services**

Break the Cycle is a domestic violence law center that promotes the health and protects the rights of youth. Advancing our mission to engage, educate and empower youth to build lives and communities free from dating and domestic violence, Break the Cycle provides preventive education, peer leadership opportunities and free legal information, advice and representation to youth ages 12 to 24. With offices in Los Angeles and Washington, DC, Break the Cycle engages in national program initiatives, public education

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

campaigns and public policy advocacy which work toward empowering youth to end domestic violence and serves as a resource for people nationwide providing information about how young people experience dating and domestic violence.

### **Our Staff**

Break the Cycle is committed to creating a safe, supportive workplace. We are looking for talented, flexible people with the drive needed for a growing nonprofit. Applicants must be committed to working for and with youth to create a community where all are empowered to seek safe, healthy relationships throughout their lives.

### **Job Summary**

The Policy & Technical Assistance Attorney is responsible for conducting trainings for domestic violence service providers, attorneys, law enforcement and court personnel to help them better serve teens, and for youth service providers and school personnel to help them understand domestic violence. The Policy & Technical Assistance Attorney also provides one-on-one consultation to service providers and conducts impact work and advocacy within service systems. The Policy & Technical Assistance Attorney reports directly to the Policy & Technical Assistance Manager and supervises volunteers and interns.

### **Essential Functions**

Responsibilities include, but are not limited to:

- Developing and drafting training curricula, issue briefs, legislative updates, fact sheets, background memos, policy briefs, testimony and other original materials for publication
- Participating in the planning and facilitation of webinars, conferences and meetings related to public policy and technical assistance
- Responding to requests for information, resources, and/or training on all aspects of teen dating violence and related issues
- Collaborating with other organizations to assess, analyze and propose solutions to issues and problems around providing domestic violence services for youth
- Conducting original research and reports, and keeping informed of current developments, research, best practices and trends regarding teen dating violence and related issues
- Interviewing and representing clients in domestic violence-related court proceedings
- Providing advice, counsel and/or referral services over the telephone to callers
- Assisting with program data tracking and evaluation
- Other related duties as assigned

### **Qualifications**

- Licensed attorney in Washington, D.C.
- Minimum 2 years experience providing legal services to victims of domestic violence, preferably with experience assisting victims of teen dating violence
- Background working with youth in crisis and/or schools
- Experience with state or federal public policy work
- Strong written and verbal communication skills, including legal research and writing skills
- Strong interpersonal and supervision skills
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Sound judgment and professionalism
- Ability to work with diverse groups of people, including attorneys, law enforcement, community leaders, educators, social service providers, volunteers and funders
- Proficiency in Microsoft Office programs
- Patience, enthusiasm and a positive attitude
- Bilingual in Spanish and English preferred

Salary

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

Position pays \$40,000 to \$42,500, depending on experience. Break the Cycle offers a generous array of benefits including but not limited to health, dental and vision insurance, life insurance, flexible spending accounts, 403(b) retirement plan and vacation leave.

Break the Cycle is an equal opportunity employer.

**Email, fax or mail cover letter and resume to:**

Policy & Technical Assistance Attorney Search  
Break the Cycle  
P.O. Box 21034  
Washington, DC 20009  
Fax: 202.824.0747  
Email: [juley.fulcher@breakthecycle.org](mailto:juley.fulcher@breakthecycle.org)  
Website: [www.breakthecycle.org](http://www.breakthecycle.org)

## **Education & Outreach Coordinator**

### **Job Summary**

The Education & Outreach Coordinator works on a variety of projects which further the domestic violence prevention and early intervention work of Break the Cycle, including in-person education of youth and service providers, community outreach and public education in the Washington, DC area. The Education & Outreach Coordinator reports directly to the Director of the Washington, DC Office and supervises volunteers, interns and part-time educators.

### **Essential Functions**

Responsibilities include, but are not limited to:

- Teaching Break the Cycle's domestic violence prevention curriculum in middle and high schools, youth groups and juvenile detention facilities
- Organizing and conducting in-service trainings and workshops for adult professionals who work with youth on how to address teen dating violence
- Serving as primary contact with DC schools and community members seeking Break the Cycle's in-person presentations and outreach activities and materials
- Managing calendar of education and outreach efforts and the work in this area of part-time and volunteer educators
- Conducting research on domestic violence- and youth-related issues
- Assisting with developing program materials for volunteers, clients and community members
- Participating in program data tracking, evaluation and reporting
- Other education program-related and administrative duties as assigned

### **Qualifications**

- BA degree or equivalent work experience
- Bilingual in Spanish and English strongly preferred
- Strong written and verbal communication skills
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Proficiency in Microsoft Office programs
- Demonstrated commitment to public interest work, especially experience working on domestic violence and/or youth issues
- Sound judgment, strong interpersonal skills and professionalism
- Ability to work with diverse groups of people
- Patience, enthusiasm and a positive attitude

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.  
Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

#### Salary

Position pays \$29,000 to \$32,000, depending on experience. Break the Cycle offers a generous array of benefits including but not limited to health, dental and vision insurance, life insurance, flexible spending accounts, 403(b) retirement plan and vacation leave.

Break the Cycle is an equal opportunity employer.

#### **Email, fax or mail cover letter and resume to:**

Education & Outreach Coordinator Search  
Break the Cycle  
P.O. Box 21034  
Washington, DC 20009  
Fax: 202.824.0747  
Email: [juley.fulcher@breakthecycle.org](mailto:juley.fulcher@breakthecycle.org)  
Website: [www.breakthecycle.org](http://www.breakthecycle.org)

### ***Life Skills Coordinator-Harrington House, Seattle, Washington***

Salary: 12.68/Hour DOE \* FT 37.5 Hr/Wk

Education: No minimum requirement

Posted by: [Catholic Community Services of Western Washington](#)

Job Category: Direct social services

Language(s): English

Job posted on: September 27, 2007

Area of Focus: Children and Youth, Family and Parenting, Housing and Homelessness

Type: Full time

Last day to apply: November 26, 2007

Last updated: September 28, 2007

#### Description:

##### POSITION DESCRIPTION:

Coordination of the on-going operations of the house, coordinate volunteers, supervision of the residents' daily activities and promote CCS Mission Statement and Harrington House within the community. This position consists of two consecutive, overnight 24-hour shifts.

##### MAJOR DUTIES AND RESPONSIBILITIES

[These are the 6-10 major responsibilities (each of which is at least 10% of an employee's work time) an employee is responsible for completing as a part of their position. Each major responsibility is accompanied by a brief outline of how the objective is accomplished.]

1. Coordinate on-going operations of the house, including assignment of chores, meal preparation, scheduling and safety procedures

- Facilitate weekly community meetings and participate in preparation of evening meals
- Maintain house rules and monitor curfews
- Conduct weekly groups as assigned by Case Manager
- Conduct weekly inspections of property and arrange needed maintenance and repairs

2. Coordinate volunteer efforts of individuals and groups

- Contact volunteers regarding schedules
- Oversee specific volunteer projects as needed

3. Supervise resident activities at the house

- Teach and model appropriate life skills

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.  
Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

- Provide crisis intervention and conflict mediation
  - Maintain resident files and daily log
  - Provide case work assistance to residents in coordination with Case Manager
  - Monitor residents' activities during on-duty hours
  - Conduct room checks as needed
  - Provide advocacy for residents as assigned
  - Enforce policies and procedures, adhering to Harrington House and CCS guidelines
  - Maintain cleanliness and order in all areas
  - Dispense and monitor medications
  - Assist with office support services
  - Work to foster an attitude of support and safety for residents by communicating and enforcing program procedures and policies
  - Provide transportation in program vehicle and accompany residents as needed
  - Run various groups as designated by the Lead Case Manager
4. Promote CCS Mission Statement and Harrington House in the community
    - Attend trainings as needed, including agency staff meetings and liaison with other Harrington House team members
    - Welcome visitors from the community, including service providers and funders
    - Treat all clients in a culturally sensitive manner, assuring the CCS' commitment to cultural diversity and inclusivity is met.
  5. Ensure that all required CCS trainings are completed in accordance with CCS policy
  6. Other duties and/or special projects as assigned

#### EMPLOYEE PLEDGE

We will not tolerate attitudes, behaviors, or statements that alienate, offend, or injure any person associated with CCS because of their racial or ethnic origin.

We will enable and support all efforts to become aware of and eliminate racism and racist behaviors within CCS and the broader community.

We will take exceptional steps to identify and root out such biases, especially where there appear to be long-standing, institutional patterns of unacceptable behavior or lack of performance.

#### A WORKPLACE VALUING DIVERSITY

##### Additional Qualifications:

MINIMUM QUALIFICATIONS: Qualifications which applicant must possess to be considered for position: the only exception would be if applicant possessed appropriate substitute qualifications; see below)

1. 3 years direct experience with homeless and/or at risk populations
2. Valid WA State Divers License and auto insurance
3. CPR/First Aid certificates
4. Food Handlers Permit
5. TB test or willingness to obtain
6. Willingness and ability to make sound judgment without on-site supervision
7. Ability to relate well to staff and residents from a diverse racial, ethnic and/or cultural background
8. Commitment to developing and safekeeping a workplace, which values and supports a culturally diverse work environment. People of Color encouraged to apply.

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.  
Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

9. Commitment to CCS Mission Statement

PREFERRED QUALIFICATIONS:

(Qualifications that are desired in applicants however, applicant's without these qualifications will not necessarily be excluded from consideration if they possess minimum qualifications.)

1. BA/BSW
2. Bilingual

How to Apply:

APPLICATION PROCEDURE: Send résumé and cover letter to:

Catholic Community Services  
ATTN: Human Resources Department  
100 – 23rd Avenue South  
Seattle, WA 98144-2302  
Email: [Jobs-KC@CCSWW.org](mailto:Jobs-KC@CCSWW.org)

## ***Program Manager, Washington, District of Columbia***

Education: Bachelor (BA, BS, etc.)  
Location: Washington, District of Columbia, 20037, United States  
Posted by: [THE PILGRIMAGE-- A Service Learning Center](#)

Job Category: Activism & Organizing, Education & Training  
Salary: \$33,000  
Last day to apply: November 26, 2007  
Last updated: September 28, 2007

Type: Full time  
Language(s): English  
Job posted on: September 27, 2007  
Area of Focus: Housing and Homelessness, Poverty and Hunger, Religion, Spiritual, and Metaphysical Issues

Description:  
The Pilgrimage is seeking a Program Manager to coordinate justice and education based, experiential learning projects on poverty and homelessness for visiting youth, college and adult groups. The Program Manager creates "alternative spring break" like programs to facilitate the connection between faith and urban poverty. The Program Manager is responsible for organizing the service learning projects along with leading and facilitating workshops on hunger and poverty. The Pilgrimage receives close to 80 groups, or over 1,000 people, a year. Start date: January 2008

Additional Qualifications:  
A person of faith committed to social justice issues with experience in education; organizational and communication skills.

How to Apply:  
Email resume and cover letter to Rev. Ashley Goff, Pilgrimage Director, [ashley.goff@verizon.net](mailto:ashley.goff@verizon.net)

## **Task Manager, ACDI/VOCA, Washington D.C**

For 43 years and in 145 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness systems, financial services, enterprise development and community development in order to promote broad-based economic growth and vibrant civil society. ACDI/VOCA currently has approximately 90 projects in 40 countries and revenues of approximately \$90 million.

Task Manager: Public Information and Awareness Campaign

We are currently seeking a 2 month, Public Information and Awareness Campaign Task Manager for an USAID-funded land tenure and property rights project in Timor Leste. This project focuses on strengthening property rights and land law, establishing land administration systems, building institutional capacity in land administration, supporting the creation of effective dispute resolution mechanisms, and engaging civil society in the reform process. This project begins October of 2007.

We are looking to fill out this position immediately.

Responsibilities:

- work with public and private institutions and organization to increase public awareness of the national program to improve, clarify, and record property rights; promote investment; reduce conflicts over land and immovable property; and promote reconciliation.
- manage a team to achieve the following:
  - o improve public understanding of national policies, laws, and institutions to clarify and record property rights.
  - o improve national dialogue on best-strategies and systems to clarify and record property rights, and reduce land and property related conflicts.

Qualifications:

- demonstrated proficiency in rural public information campaigns within South East Asia required
- proven track record of public awareness campaigns targeting illiterate audiences
- fluency in Portuguese, Tetum or Bahasa with a working knowledge of English required
- knowledge and experience in Property Rights preferred

Please apply online at [www.acdivoca.org/internationaljobs](http://www.acdivoca.org/internationaljobs)

No phone calls please. Only finalists contacted. Women and minorities encouraged to apply.

Salary & Benefits:

Type of work: Consultancy

Location: Timor-Leste

Languages needed: Portuguese, English

Closing date: 10/26/2007

Date job appeared on the site: 09/26/2007

To apply:

Please apply online at [www.acdivoca.org/internationaljobs](http://www.acdivoca.org/internationaljobs)

No phone calls please. Only finalists contacted. Women and minorities encouraged to apply. EOE.

## ***Senior Program Officer, Cuba Programs Washington, D.C***

Education: No minimum requirement

Location: Washington, District of Columbia, 20036, United States

Posted by: [Freedom House](#)

Type: Full time

Last day to apply: November 24, 2007

Last updated: September 27, 2007

Language(s): English

Job posted on: September 25, 2007

Area of Focus: Foundations, Fundraising, and Philanthropy, Human Rights and Civil Liberties, Network of Nonprofit Organizations

Description:

Senior Program Officer – Cuba programs- Washington, D.C.

Freedom House, a non-partisan, not-for-profit organization, was established in 1941 by Eleanor Roosevelt and Wendell Willkie to strengthen democratic institutions at home and abroad. Freedom House serves as a catalyst for freedom, democracy and rule of law through its analysis, advocacy and action programs.

The Senior Program Officer will directly assist the Program Director in all aspects of program development, management, administration, implementation, and evaluation. The Senior Program Officer will assist the Program Director in decision-making pertaining to organizational management and leadership, strategy and planning, financial management and fundraising, staff recruiting, and the maintenance of standard operating procedures and administration templates. The Senior Program Officer will take the lead role in the supervision of daily program implementation and operations.

The ideal candidate would possess the following skills and experience:

- Master's degree required
- Three or more years of experience working on programs to promote democracy, human rights, or social change. Management experience a plus
- In-depth knowledge of democracy, human rights, and transition issues in Latin America and/or the former Soviet Union (specific knowledge of Cuba is a plus)
- Experience administering grants
- Supervisory experience required

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.  
Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

- Intermediate verbal and written proficiency in Spanish required. Advanced proficiency preferred
- Very strong organizational, leadership, and multitasking skills

This position requires some occasional international travel.

How to Apply:

Please send cover letter and resume by email or fax to:

Jeffrey Mosser

Human Resources Director

[humanresources@freedomhouse.org](mailto:humanresources@freedomhouse.org)

Fax: (202) 822-3893

Applications will be accepted until the position is filled. Interested candidates must submit a cover letter, resume, and salary requirements. If any candidate does not have all required information, he or she will not be considered. Candidates are also requested to state where they viewed the job advertisement in their applications.

Only candidates who have been selected for an interview will be notified. No phone calls, please.

## ***Senior Associate Director for Development, Peace Programs, Atlanta, GA***

The Carter Center seeks a Senior Associate Director for Development. The Carter Center is guided by a fundamental commitment to human rights and the alleviation of human suffering; it seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health. The Carter Center seeks a Senior Associate Director for Development, Peace Programs. The Senior Associate Director must have the ability to conceptualize and articulate fundraising needs persuasively to potential donors, have excellent oral/written communication skills, team building skills, and the ability to work in a cross-functional environment with multi-national staff.

The Senior Associate Director reports to the Chief Development Officer (CDO), Peace, and is responsible for developing and implementing strategies for marketing new and existing peace programs of The Carter Center. Current programmatic activities are global and include conflict resolution, democratization and human rights. Working with the CDO Peace Programs, the Senior Associate Director manages fund raising for this distinctive portfolio of programs, which are funded primarily by foundations, corporations, governments (foreign and U.S.) and multilateral organizations, as well as individuals. The Senior Associate Director ensures the submission of timely and compelling proposals and reports, working with staff across the Center. The Senior Associate Director interacts with donors, making and responding to inquiries. Some domestic and international travel required.

**QUALIFICATIONS:** The ideal candidate will have a master's degree and at least six years of fundraising experience, including a minimum of two years raising funds for an institution seeking resources for an international organization. Background must include a focus in grant writing and donor management. Program design/ development experience is a plus. A bachelor's degree and a minimum of four years of fundraising experience is required.

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

TO APPLY: Two relevant writing samples (proposals, donor reports, etc.) must be submitted with cover letter and resume to: The Carter Center, HR, One Copenhill Avenue, Atlanta, Georgia 30307; FAX: (404) 420-3818; Email: [scallah@emory.edu](mailto:scallah@emory.edu)

***Judicial Officer and Special Projects, William Rainey Harper College, Illinois***

**Position:** Judicial Officer and Special Projects

**Salary:** Unspecified

**Institution:** [William Rainey Harper College](#)

**Location:** Illinois

**Date posted:** 10/1/2007

Harper College, located in Chicago's northwest suburbs, enrolls over 25,000 students of all ages, is committed to diversity, and encourages the development of multicultural perspectives. The College is seeking applicants for a Judicial Officer and Special Projects position. This position assists the Vice President for Student Affairs with the overall administration of the student judicial system including preventive education programming and facilitation of various aspects of the judicial process and with special projects based on annual goals and institutional priorities. Duties include adjudicating and investigating student conduct cases; collaborating with other departments to provide a civil, safe and healthy campus environment; interacting with faculty, staff and students; and researching, report writing, outcomes assessment and trend analysis.

Requirements include a Master's degree in Student Affairs/Higher Education or related area as well as two years of full-time student affairs work experience with a preference towards at least one year of judicial affairs/student conduct adjudication experience. Demonstrated experience with problem-solving, mediation and conflict resolution; ability to manage multiple responsibilities and priorities; strong communication, interpersonal, organization and detail orientation skills; and commitment to fairness and student development required.

View additional job duties, benefit details and complete our required online application at: <https://jobs.harpercollege.edu>.

***Online Advocacy Program Manager, International Rescue Committee, New York***

**BACKGROUND:**

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

The IRC Government Relations & Advocacy Office advocates for protecting and aiding refugees, displaced people, asylum seekers, and other victims of conflict. The IRC Government Relations & Advocacy team implements, coordinates, and provides guidance on a wide variety of domestic and international advocacy initiatives, including lobbying, briefings, public outreach and education, and media communication. The team represents IRC with legislative and executive branches of the U.S. Government, United Nations offices and missions, NGO partner agencies and coalitions, general public, and external media.

### **SCOPE OF WORK:**

Based in IRC headquarters in New York City, the Online Advocacy Program Manager will develop and implement IRC's online campaigns for citizen activism and IRC supporters' participation.

As a member of the advocacy team, the Program Manager will work in a semi-independent fashion while using excellent judgment and requiring minimal guidance. The Program Manager will keep the Director of Humanitarian Affairs and the Vice President of Government Relations & Advocacy well informed about important developments. The Program Manager will adapt to a demanding schedule, manage several projects at once, and work collegially with other IRC departments to strategize, solve problems, and produce high quality work.

The Online Advocacy Program Manager will coordinate, liaise, and work closely with IRC staff in the Communications Department, Development Department, and IRC's new Marketing Unit at IRC-NY headquarters.

### **ESSENTIAL JOB FUNCTIONS:**

- Maintain IRC's online Take Action module on website with up-to-date and accurate content
- Develop joint strategies for online citizen mobilization by coordinating and consulting with IRC Government Relations & Advocacy Department, Communications Department, Development Department, Marketing Unit, and International Programs Department
- Assist in designing online advocacy initiatives such as easy-to-use petitions, citizen alerts, and email/letter writing campaigns to targeted policy-makers
- Draft compelling email action web copy for online campaigns and appeals to IRC constituents
- Coordinate and synchronize online campaigns with IRC advocacy priorities, website promotions, fundraising appeals, and IRC organizational priorities
- Assist in collating and drafting web copy for IRC Advocacy Newsletter and Advocacy Alerts
- Enter content of new Take Action items and update ongoing initiatives onto Convio/Get Active Advocacy modules, test functioning of electronic actions, revise and correct formatting, and execute live campaigns
- Ensure regular high-quality communications and campaign updates with IRC online activists
- Work with Marketing Unit and Development Department to recruit new online activists
- Write blog entries when indicated and post online campaigns with other activist websites
- Research new listservs, web logs, and activist websites to expand IRC's online presence
- Keep abreast of latest trends in internet activism and citizen online mobilization technology
- Produce easy-to-read activity reports and analysis of IRC's online campaigns
- Work with Advocacy team to maintain up-to-date IRC Position Statements and Advocacy landing page on IRC's website
- Other assignments and tasks as directed by the Director or Vice President of Government Relations & Advocacy

## REQUIREMENTS:

- Bachelor's degree required in International Affairs, Social Work, or related field
- 2–3 years' program management related work experience, preferably in the non-profit sector
- Proven commitment to international affairs, immigration, and online activism
- Experience with website development, blogs, listservs and other online tools
- Previous work experience in a multicultural environment highly desirable
- Demonstrated writing and editing skills: ability to draft clear and effective web copy
- Excellent communication skills: ability to work effectively in multi-cultural work setting
- Strong organizational and multi-tasking skills with an ability to work independently and productively in a fast-paced environment
- Excellent computer skills and high proficiency in MS Word, Excel, E-mail, HTML
- Proficiency in Microsoft Publisher, PowerPoint, Adobe, and graphic design software desirable

**TO APPLY:** Please apply online at the Web site linked below. Resumes will not be accepted via e-mail.

[http://ircjobs.org/jobs1.asp?page\\_id=6456&published=1](http://ircjobs.org/jobs1.asp?page_id=6456&published=1)

### ***Program Assistant, Washington Office on Latin America, Washington D.C.***

Education: Bachelor (BA, BS, etc.)

Location: Washington, District of Columbia, 20009, United States

Posted by: [Washington Office on Latin America](#)

Job Category: Administration, Advocacy, Editing & Writing, Public Policy

Salary: 31,000

Last day to apply: October 12, 2007

Last updated: September 27, 2007

Type: Full time

Language(s): English, Spanish

Job posted on: September 25, 2007

Area of Focus: Human Rights and Civil Liberties, International Relations, Peace, War, and Conflict Resolution, Politics

Description:

The Washington Office on Latin America (WOLA) seeks an entry-level administrative staff person to work with program staff. S/he will coordinate the work of a 3-person team in a fast-paced human rights organization working in Washington and Latin America. The position is for two years, subject to an evaluation at the end of the first three months, and brings a committed individual into contact with the human rights, religious and foreign policy communities in Washington and Latin America. WOLA's Washington office has a paid staff of 18, plus 6 interns.

Internal Role: Provide administrative support to WOLA Associates.

#### RESPONSIBILITIES:

1. Draft correspondence; edit, proofread, and format documents; maintain and update website content.
2. Assist with publication and distribution of reports, memos, press work, and other materials.
3. Organize, coordinate and staff informal lunch talks, seminars, workshops, delegations, and conferences.
4. Maintain contact with U.S.-based and Latin American NGOs, attend coalition meetings, and accompany Latin American delegations while in Washington and provide notes when needed.
5. Monitor congressional hearings and legislation.
6. Supervise interns who provide general office support together with Intern Coordinator and other administrative staff.
7. Maintain mailing lists and database for team.
8. Other duties, including research assistance, will be assigned depending on the team's needs and Assistant's abilities.

#### QUALIFICATIONS:

1. A demonstrated commitment to human rights, democracy and social justice in Latin America.
2. Human rights, political advocacy and/or Capitol Hill experience preferred.
3. Experience in Latin America highly desired.
3. Word processing and some office experience required. Knowledge of Word preferred. Knowledge of desktop publishing, database management and website maintenance a plus.
4. High level of initiative, with ability to accept supervision, work in a team and independently, delegate tasks to interns and learn office/organizational procedures.
5. Flexibility: ability to work in a fast-paced office environment with a changing agenda, heavy influx of phone calls and international visitors.
6. Excellent organizational and administrative skills, follow-through, and attention to detail.

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.  
Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

7. Strong written and oral communication skills required.

8. B.A. and Spanish proficiency required.

SALARY: \$31,000, full health and dental insurance, three weeks annual vacation.

TIME COMMITMENT: Two years, subject to a favorable evaluation after the first three months. Extension possible by mutual agreement.

DEADLINE: Applications must arrive by October 12. Preferred starting date: November 1, 2007

For more information about WOLA, consult our web page at [www.wola.org](http://www.wola.org).

WOLA encourages application by minority candidates and is an equal opportunity employer.

How to Apply:

APPLICATIONS: Please send a letter of application (no telephone inquiries), resume, a list of three references with daytime telephone numbers, and a brief writing sample to: [gsanchez@wola.org](mailto:gsanchez@wola.org). A hardcopy may also be sent to: Gimena Sanchez, Program Assistant Search, WOLA, 1630 Connecticut Avenue, NW, Suite 200, Washington, DC 20009; fax: 202-797-2172.

## ***Associate Ombuds position, Princeton University Ombuds Office, NJ***

### **Position Summary**

Provides administrative support to the University Ombuds Officer and manages the day-to-day operations of the Office, including budget management, supply ordering and maintaining office equipment. Schedules appointments with visitors to the Office and provides back-up for the University Ombuds Officer by advising visitors to the Office; researches University policies and procedures; identifies external resources for visitors to the Office; researches dispute resolution topics; co-mediate and mediate cases; schedules and coordinates training and prepares training materials; delivers presentations and training to University groups and offices when needed; and facilitates meetings.

### **Essential Qualifications**

A high level of discretion and ability to maintain confidentiality when working with people under stressful circumstances and dealing with sensitive issues. Must comply with the International Ombudsman Association Code of Ethics and Standards of Practice, and the Princeton University Ombuds Office Terms of Reference. An understanding of conflict resolution skills and an interest in serving as a third-party neutral in a broad variety of situations. Efficient administrative skills are also important to ensuring the smooth operation of the Ombuds Office, within the Office budget.

### **Preferred Qualifications**

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

Three years of experience in conflict resolution (Ombuds, mediator, facilitator) or a related field; a M.A. in conflict resolution or a related subject; experience in a University setting; active participation in the International Ombudsman Association and a willingness to participate in Ombuds 101 training through IOA.

### **Education Required**

Bachelor's degree.

For more information and to apply, visit <http://jobs.princeton.edu> and post to requisition 0700722. Please complete an online application and submit a resume and cover letter. Princeton University is an equal opportunity affirmative action employer

### ***Chief of Party for Enhancing People to People Indigenous Capacities, Juba, Southern Sudan***

**Location:** Juba, Southern Sudan

**Closing date:** October 26, 2007

#### Job Description

**Pact Inc.** is a Washington-based global organization established in 1971 that builds the capacity of local leaders and organizations to meet pressing social needs in dozens of countries around the world. Its work is firmly rooted in the belief that local communities must be the driving force in ending poverty and injustice. Through multi-dimensional approaches, Pact enhances the capacity of individuals, organizations, networks and communities to deliver services and increase learning in six key sectors: democracy, governance and civil society strengthening; HIV/AIDS; improving livelihoods; peace building; community-based natural resource management; and, equity and empowerment.

The Pact Inc. program in Sudan focuses on Peace and Community Stability initiatives, with the aim of supporting Sudanese aspirations for peace, stability and development through the successful implementation of the Comprehensive Peace Agreement (CPA). It is currently seeking a **Chief of Party for its Enhancing People to People Indigenous Capacities (EPPIC) program**, a US\$14 million USAID-funded peace building program that extends from October 2006 to September 2011. The program aims to target and mitigate conflict by building viable indigenous conflict resolution capacities, targeting key urban centers in Southern Sudan and Sudan's Transitional Areas.

#### **Responsibilities:**

- Overall management and implementation of the EPPIC program
- Strategic guidance of this innovative program, providing strong leadership and ensuring technically sound decision-making processes
- Provide oversight of program activities, team building and the creation of external partnerships
- Ensure that an effective monitoring system is in place for achieving prior agreed targets in relation to program activities, budget allocations and financial expenditures

- Nurture strong relationships with Pact's Sudanese partners, the USAID CTO, the USAID Sudan program and USAID's DG partners, as well as other key stakeholders in the Sudan
- Establish critical linkages between the EPPIC project and other Pact peace building projects
- Contribute to Pact's learning on Peace and Community Stability in the Sudan context and beyond.

**Requirements:**

- Masters degree or equivalent in conflict/peace studies, international relations, or development studies.
- Understanding of USAID donor requirements.
- Minimum of 5 years in senior management position with international agency.
- Minimum of 5 years work experience in developing country.
- Proven expertise in conflict or post conflict country desirable.
- Excellent English oral and written communication skills are required

Please apply online: <http://recruitment.pactworld.org/apply>.

*Pact is an equal opportunity employer.*

***Three positions with Winrock International - Arlington, Virginia***

**Program Associate for Gender Integration and Program Support Africa Education Initiative -AGSP**

Winrock International is recruiting applicants for the position of Program Associate for the Empowerment & Civic Engagement Group. The position is based in Arlington, Virginia. The responsibilities, duties and qualifications are described in the attached position description. This position will be 100 percent program funded

**GENERAL:**

Winrock International is a nonprofit organization that works with people in the United States and around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock matches innovative approaches in agriculture, natural resources management, clean energy, and leadership development with the unique needs of its partners. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

**SALARY:**

The annual salary will be commensurate with qualifications and experience.

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

**APPLICATIONS:**

Applicants should e-mail a cover letter and resume with HRM / PASS-ECE in the subject line by October 10, 2007 to: [jobs@winrock.org](mailto:jobs@winrock.org)

position description

Position Title: Program Associate for Gender Integration and Program Support Africa Education Initiative Ambassadors Girls Scholarship Program (AEI-AGSP)

LOCATION: Arlington, VA

Department: Empowerment and Civic Engagement

Reports to: Program Officer, AEI-AGSP

**BACKGROUND:**

The AEI-AGSP supports scholarships and mentoring programs for socially, physically, and economically disadvantaged girls in Africa. The program is poised to reach out to boys with scholarships and mentoring, adding thousands more beneficiaries to the program.

**Position Summary:**

The Program Associate will assist the AEI-AGSP team with creating new and revising existing methods and tools to integrate gender into AGSP program activities, including specific tools and strategies to mentor and support boy scholars. In addition to gender integration support, the Program Associate will also assist the AGSP team with financial and programmatic management for approximately 30 African subcontracting partner organizations in 13 countries in sub-Saharan Africa. This position is 100% program funded.

**ESSENTIAL RESPONSIBILITIES:**

Work with local partners to develop ways to successfully and smoothly incorporate boys into the scholarship program;

Develop and disseminate mentoring tools that are designed to be used with boys and with co-ed groups, focusing on the meaning of gender, gender roles, and gender-based violence;

Document successful strategies and techniques used in the field, and disseminate to wider audience of partners and other stakeholders;

Support overall program implementation by monitoring partner performance in terms of scholarship and mentoring delivery;

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

Participate in preparing reports to USAID/AFR/SD/ED and to posts;

Monitor program activities through travel to the field, and conduct training during site visits; and

Other duties as assigned.

#### QUALIFICATIONS AND BACKGROUND:

Education: Bachelor's degree required; Master's degree in international development, international education, or related field preferred.

Experience: At least five years of experience in the field of gender and development required, with a background in education and HIV/AIDS and an understanding of the gender implications of interventions in these sectors; experience working on USAID-funded programs; field experience in Africa preferred.

Skills: Fluency in English required; the ideal candidate will also have the ability to work in Portuguese and/or French.

Excellent oral and written communication skills; good interpersonal communication and problem-solving skills.

Proficiency in MS products including Word, Access, Outlook, and the internet.

Other: Desire to work as part of a close-knit team.

Ability to travel internationally up to 25%.

Must not require sponsorship.

### **Program Associate Clean Energy projects**

Winrock International is currently recruiting applicants for the position of Program Associate to provide support for its Clean Energy projects. The position will be based at our office in Arlington, Virginia. Winrock is a nonprofit organization that works with people in the United States and around the world to increase economic opportunity, sustain natural resources, and protect the environment. The Program Associate will assist Winrock's efforts to improve the economic development prospects of rural populations, and increase contribution of clean energy to meet countries' energy needs through the development and financing of clean energy and energy efficiency projects.

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

QUALIFICATIONS: The ideal candidate will have a Bachelor's degree in a field related to international development, energy, engineering, or other relevant field. Master's degree in related field preferred; minimum of three years of experience in project development and implementation. Candidates must have technical expertise in the areas of rural and renewable energy, and experience in project management and working in developing country environments. Must be willing to travel internationally for short-term assignments.

TO APPLY: Applicants should email current resume, cover letter and relevant writing samples to [jobs@winrock.org](mailto:jobs@winrock.org) by October 5, 2007 with HRM/PASS-CE in the subject. Only candidates selected for interviewing will be contacted. No phone calls please. Must not require sponsorship to work in the US. For a full description of this position please visit our website at [www.winrock.org](http://www.winrock.org). EEO/AA

\*\*\*\*\*

## **Program Officer for Clean Energy projects**

Winrock International is currently recruiting applicants for the position of Program Officer to provide support for its Clean Energy projects. The position will be based at our office in Arlington, Virginia. Winrock is a nonprofit organization that works with people in the United States and around the world to increase economic opportunity, sustain natural resources, and protect the environment. The Program Officer will assist Winrock's efforts to improve the economic development prospects of rural populations, and increase contribution of clean energy to meet countries' energy needs through the development and financing of clean energy and energy efficiency projects.

QUALIFICATIONS: The ideal candidate will have a Bachelor's degree in a field related to international development, energy, engineering, or other relevant field. Master's degree in related field preferred; Minimum of seven years of experience in project development and implementation. Candidates must have technical expertise in the areas of rural and renewable energy, and experience in project management and working in developing country environments. Must be willing to travel internationally for short-term assignments.

TO APPLY: Applicants should email current resume, cover letter and relevant writing samples to [jobs@winrock.org](mailto:jobs@winrock.org) by October 5, 2007 with HRM/POCE in the subject. Only candidates selected for interviewing will be contacted. No phone calls please. Must not require sponsorship to work in the US. For a full description of this position please visit our website at [www.winrock.org](http://www.winrock.org). EEO/AA

## ***Program Director Training - The University of Texas School of Law, Austin, Texas***

**Department:** Center for Public Policy Dispute Resolution Center,

**Posting #:** 07□09□21□01□0367; <http://www.utexas.edu/employment/>

**Date available:** Immediately

**Monthly salary:** open

40.00 hours per week; work hours: 8:00 AM to 5:00 PM. Reduced hours may be considered.

### REQUIRED QUALIFICATIONS:

Master's degree, JD, or PhD. Experience in designing and administering training and educational programs. Experience in collaboration; team building; and implementation and management of multiple projects. Five or more years of experience in alternative dispute resolution (ADR) processes or related fields including law and state/local government administration. Equivalent combination of relevant education and experience may be substituted as appropriate.

### PREFERRED QUALIFICATIONS:

Five years of experience and expertise in: public speaking; training program design and administration, preferably in the ADR field; program promotion; research; and policy outreach.

Experience and expertise in public policy ADR processes and demonstrated mediation/facilitation skills. Political awareness; demonstrated ability to work with divergent groups; demonstrated professional commitment to quality and timely job completion; and computer skills with a general knowledge about common software packages.

### PURPOSE OF THIS POSITION:

Expand Center training and education programs in dispute resolution. Conduct Center sponsored trainings for the public and specific groups and plan and coordinate other trainers as needed. Act as liaison between national, state, and local entities and the Center. Facilitate, plan and promote programs, and develop appropriate resources.

### ESSENTIAL FUNCTIONS:

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

Expand and enhance Center trainings and education programs through research, planning, design, promotion, implementation, and administration. Provide assistance to Center staff with ADR projects and programs.

MARGINAL/INCIDENTAL FUNCTIONS:  
Other related functions as assigned.

WORKING CONDITIONS:

- Exposure to standard office conditions. Repetitive use of a keyboard at a workstation.
- Work as a team member, independently, without day-to-day supervision, under pressure of deadlines, with overlapping projects.
- Occasional weekend, evening and holiday work; drive personal vehicle; intrastate and interstate travel.
- Position is located in Austin, Texas. Security sensitive; conviction verification conducted

on applicant selected.

### ***Administrator position with The Peace and Justice Studies Association, University of San Francisco, CA***

The Peace and Justice Studies Association is looking for part-time, temporary administrator to manage our organizational business while we conduct a search for an Executive Director. PJSA is dedicated to bringing together academics, K-12 teachers and grassroots activists to explore alternatives to violence and share visions and strategies for peace-building, social justice, and social change.

The administrator will be responsible for carrying out the day-to-day work of the organization which includes: fulfilling membership requests, responding to email, phone and US mail in a timely manner, assisting in the marketing of the Global Directory, producing and mailing one quarterly issue of the Peace Chronicle, and keeping accurate organizational records. Assistance and guidance will be facilitated through your contact and work with a volunteer board of directors.

The position is expected to involve 20 hours a week of work, for which we can offer a salary of \$15 an hour, without benefits. The administrator could work in our University of San Francisco office, or in any other location. The position is available immediately, and

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

will likely last through December or January.  
Familiarity with the organization is desirable, but not required.

The PJSA is an Affirmative Action/equal opportunity employer.

Because we wish to fill this position as soon as possible, we are asking that people apply IMMEDIATELY. We will begin considering candidates on October 9th, but applications will be accepted until the position is filled. Candidates may upload a statement of their qualifications and interest, and a resume or CV, to:

<http://www.peacejusticestudies.org/applied.php>

### ***Three positions with UMCOR, Sri Lanka***

#### **Umbrella Grants Program Manager, Colombo**

UMCOR is currently seeking a Program Manager to lead a quick-response umbrella grant program whose goal is enabling humanitarian aid organizations to provide emergency assistance to conflict-affected populations in Sri Lanka. As manager of the umbrella grant program, the Program Manager will provide leadership focused on strategic planning, implementation management, donor and partner relations, reporting, hiring and supervision of program staff, and ensuring the grant making process is responsive, transparent, and effective in addressing the emergency needs of beneficiaries. The Umbrella Grant Program Manager reports to the Sri Lanka Head of Mission. This position is contingent upon funding.

RESPONSIBILITIES: Under the direction of the Head of Mission, assisting in the start-up of the umbrella grant program, including hiring of program staff, development of policies and procedures, strategic planning, and coordination with the donor and partner organizations. Overseeing the management of the day-to-day operations of the program, ensuring that best practice principles are applied. Overseeing the program budget and program expenditures. Managing a team of M&E Officers and Finance Officers to ensure administrative, financial, and programmatic grant compliance among sub-grantees. Conducting regular field visits for further monitoring and evaluation, including significant travel to conflict-affected areas in northern and eastern Sri Lanka. Closely monitoring developments in the security situation in Sri Lanka and coordinating with the donor to activate the emergency sub-grant funding mechanism as necessary. Organizing and participating in proposal review committees that include senior program staff as well as representatives of the program's donor. Ensuring that all reporting requirements are met. Developing capacities of national staff throughout the program period.

---

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer. Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

QUALIFICATIONS: Previous experience in implementing and managing an umbrella grant program in developing or post-conflict countries. A minimum of five years of management experience with emergency humanitarian relief programs, preferably in Sri Lanka. Ability and interest in establishing strong administrative and documentation procedures. Academic training in humanitarian affairs, conflict management, international relations, or related field; well developed understanding of cross-cutting themes such as government relations, gender and protection mainstreaming. Experience supervising staff in an international setting. Experience in working and coordinating with donors, international and national NGOs, and government agencies. Strong management, project planning, organizational, interpersonal, and communication skills. Must be able to work independently while being a strong team player; must have the ability and interest to work with a multi-ethnic team in a culturally appropriate manner. Ability to work well in unstable security environments, and under administrative and programmatic pressures; must demonstrate flexibility to adapt to changing requirements. The candidate must be fluent in English.

TO APPLY: Submit your cover letter and resume through our website at [http://jobs-umcor.icims.com/umcor\\_jobs/jobs/candidate/job.jsp?jobid=1176&mode=view](http://jobs-umcor.icims.com/umcor_jobs/jobs/candidate/job.jsp?jobid=1176&mode=view) or fax to 212-870-3508. No telephone inquiries please. Application deadline is October 5, 2007. Only candidates selected for an interview will be contacted. Thanks for your interest in UMCOR.

\*\*\*\*\*

## **Field Coordinator based in Jaffna**

UMCOR is currently seeking a Field Coordinator, based in Jaffna, to coordinate the field-level implementation of a quick-response umbrella grant program whose goal is enabling humanitarian aid organizations to provide emergency assistance to conflict-affected populations in Sri Lanka. The United Methodist Committee on Relief, Non Governmental Organization Division (UMCOR-NGO), a non-profit unit of the General Board of Global Ministries of the United Methodist Church provides transitional development and relief assistance to communities in need around the world. More information on our agency is located at [www.umcor-ngo.org](http://www.umcor-ngo.org). The Field Coordinator will report to the Colombo-based Program Manager, and will be responsible for coordination with local partner organizations, assessment of local security conditions and humanitarian needs, oversight of program staff, and daily monitoring to ensure financial and programmatic compliance. This position is contingent upon funding, and is unaccompanied.

Responsibilities: Assisting in the start-up of the umbrella grant program's operations in northern Sri Lanka, including staff recruitment and training, community outreach, and extensive coordination with relevant humanitarian organizations and government agencies. Working closely with the Colombo-based Program Manager to ensure the umbrella grant program is responsive and effective in addressing local needs. In partnership with the program's M&E Officers, ensuring administrative, financial, and

programmatic compliance among sub-grantees. Closely monitoring developments in the security situation in northern Sri Lanka and providing regular situation reports to the Head of Mission via the Program Manager.

**QUALIFICATIONS:** A minimum of three years of management experience with emergency humanitarian relief programs, preferably in Sri Lanka. A well developed understanding of cross-cutting themes such as government relations, gender and protection mainstreaming. Experience supervising staff in an international setting. Experience in working and coordinating with donors, international and national NGOs, and government agencies. Strong organizational and communication skills. Must be able to work independently while being a strong team player; must have the ability and interest to work with a multi-ethnic team in a culturally appropriate manner. Ability to work well in unstable security environments, and under administrative and programmatic pressures; must demonstrate flexibility to adapt to changing requirements. The candidate must be fluent in English, and local language knowledge is advantageous.

To Apply: Submit your cover letter (notes) and resume through our website at [http://jobs-umcor.icims.com/umcor\\_jobs/jobs/candidate/job.jsp?jobid=1177&mode=view](http://jobs-umcor.icims.com/umcor_jobs/jobs/candidate/job.jsp?jobid=1177&mode=view) or fax to 212-870-3508. NO TELEPHONE INQUIRIES PLEASE. Only candidates selected for an interview will be contacted. Application deadline is October 8, 2007. This position will remain open until it is filled. The United Methodist Committee on Relief, NGO is an Equal Opportunity Employer.

\*\*\*\*\*

## **Program Coordinator, Colombo**

UMCOR NGO seeks candidates for a Program Coordinator (PC) for field based locations in Sri Lanka. The United Methodist Committee on Relief, Non Governmental Organization Division (UMCOR-NGO), a non-profit organization provides transitional development and relief assistance to communities in need around the world. More information on our agency is located at [www.umcor-ngo.org](http://www.umcor-ngo.org). The mission's purpose is to undertake emergency and transitional development in tsunami affected regions. The Program Coordinator will design and implement programs for UMCOR Sri Lanka in multiple field locations working in a team with the Head of Mission and the Capacity Building Program Director. The Program Coordinator for UMCOR Sri Lanka reports to the Head of Mission. The position will demand extensive travel to field office locations, including those in volatile regions of the country. Duration: 1 year, Start date: November 1, 2007.

**Responsibilities:** The Program Coordinator holds primary on-site responsibility for the successful and proposal compliant implementation of assigned UMCOR, Sri Lanka programs. This includes designing new and innovative programs to provide integrated relief and transitional development assistance to tsunami and conflict affected communities in Sri Lanka. In collaboration with the Head of Mission, identify potential projects to determine the priority areas, unmet needs and geographical

priorities in Sri Lanka. These program sectors contain, but are not limited to, infrastructure development and rehabilitation, water and sanitation, shelter, income generation, livelihoods, and IDP assistance. Demonstrate solid knowledge in delivery of humanitarian and transitional development assistance to the beneficiary population, with community mobilization skills to promote active participation of beneficiaries. Work in close collaboration with the Methodist Church of Sri Lanka (MCSL) and NGO partners in the field, specifically in terms of beneficiary liaison, project identification and geographic location. Work with the Finance Director to ensure that consistent and accurate project expense tracking is maintained. Identify program staff needs, recruit and train according to UMCOR Sri Lanka HR policy. Have ability to manage shelter, infrastructure, water and sanitation projects. Supervise a team of national engineers and livelihoods and income generation program managers. Prepare scheduled internal monitoring and progress reports and concept papers for new projects, as appropriate. Maintain a presence at project sites.

**QUALIFICATIONS:** This position requires at least three years experience working with international relief/ transition/ development reconstruction programs with at least two of these years in the field. The individual must be experienced in regions of conflict and cultural sensitivities. The successful candidate will have strong working experience in project planning and management, technical design, and interventions with an understanding of development issues/ approaches. Proven track record in working with international donors in program implementation is required. High coordination skills with the local governments, communities and other implementing partners are required. A Bachelor's Degree (or equivalent) in a relevant field is required while a Master's degree is preferred. Strong written and oral communication skills in English required. Local language skills and prior experience in South Asia is desirable.

**TO APPLY:** Submit your cover letter (notes) and resume through our website at

[http://jobs-umcor.icims.com/umcor\\_jobs/jobs/candidate/job.jsp?jobid=1178&mode=view](http://jobs-umcor.icims.com/umcor_jobs/jobs/candidate/job.jsp?jobid=1178&mode=view) or fax to 212-870-3508. NO TELEPHONE INQUIRIES PLEASE. Only candidates selected for an interview will be contacted. Application deadline is October 8, 2007. This position will remain open until it is filled. The United Methodist Committee on Relief, NGO is an Equal Opportunity Employer.