



Career Services Newsletter
October 17, 2006
Volume 2, Issue 27

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

Table of Contents

Table of Contents	1
Job Search Spotlight.....	2
Career Related Events.....	2
2007 United Nations Competitive Examination	2
ICAR & SPP Fall Résumé Clinics	3
DC Nonprofit Networking Event	4
Organization Spotlight	5
Fellowships.....	5
Residential Research Fellowships Program on Order, Conflict, and Violence	5
Internships	7
Children Center Internship, U.S. Committee for Refugees and Immigrants	7
Winter Internship Program, The World Bank.....	8
Cultural Relations Intern - Washington, DC.....	9
Public Education and Outreach Division Intern, Human Rights Campaign	11
Religion and Faith Program Internship, Human Rights Campaign, Washington D.C.	12
Advocacy Assistant Intern, U.S. Committee on Refugees and Immigrants	12
Religion and Conflict Resolution Intern, The Tanenbaum Center for Irreligious Understanding, New York	13
Jobs.....	15
CO-PROJECT DIRECTOR, QATAR.....	15
AGRIBUSINESS ASSOCIATE / SR. ASSOCIATE, GLOBAL, BURLINGTON, VERMONT	16
AGRIBUSINESS ASSOCIATE / SR. ASSOCIATE – LATIN AMERICA EMPHASIS, BURLINGTON, VERMONT	17

SENIOR GOVERNANCE & INSTITUTIONAL DEVELOPMENT ADVISOR – AFGHANISTAN, BURLINGTON, VERMONT.....	18
COUNTRY REPRESENTATIVE, DEMOCRATIC REPUBLIC OF CONGO.....	19
DEPUTY PRINCIPAL INVESTIGATOR , CALVERTON, MARYLAND	20
EMERGENCY RESPONSE POSITIONS - SAVE THE CHILDREN.....	21
Community/Social Justice Organizers, Canada ACORN.....	22
Climate Change Policy Analyst - California	22
Senior Internal Displacement and Protection Advisor - Washington, DC.....	23
Writer/Researcher, Freedom to Marry, New York	27
Conflict Resolution and Mediation Specialist (Leadership Specialist) CCCC, New York.....	28
Communications Co-Coordinator, Fellowship of Reconciliation, New York.....	30
National Director, Jewish Voice for Peace, California	32

Job Search Spotlight

Career Related Events

2007 United Nations Competitive Examination

Deadline: October 31, 2006

For U.S. citizens seeking junior professional posts.
(See website below for other nationalities being recruited.)

EXAMINATION CRITERIA (all must be met)

1. Be no more than 32 years old as of December 31, 2007 (UN requirement).
2. Have at least an undergraduate degree (advanced degree is a definite advantage) in one of the following occupational fields or related areas:
 - * Economics
 - * Legal Affairs
 - * Library and Information Management
 - * Publishing and Printing
 - * Radio Producers (Arabic & Spanish)
 - * Security
 - * Statistics

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Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

3. Be fluent in English and/or French, the two working languages of the Secretariat. Knowledge of additional official languages of the UN

(Arabic, Chinese, Russian, Spanish) is a definite advantage. For Radio Producers, Arabic and/or Spanish required.

NOTE: A maximum of 50 individuals will be allowed to take the exam per occupational group. If applicants exceed 50, only the most qualified will be selected.

APPLICATION DEADLINE: October 31, 2006

Detailed information and application forms may be obtained at:

www.un.org/Depts/OHRM/examin/exam.htm
<<http://www.un.org/Depts/OHRM/examin/exam.htm>>

or

EmploymentUN@state.gov <<mailto:EmploymentUN%40state.gov>>

Examination will be held on February 27, 2007 in

New York City, Chicago, and San Francisco.

Travel expenses to and from exam site will NOT be paid

by the UN or U.S. Government.

ICAR & SPP Fall Résumé Clinics

Monday, October 23, 3:30-5:30
Truland Building, Room 555

Monday, November 13, 5:00-7:00
Original Building, Room 303

Résumé Review

Drop in to have your résumé reviewed or schedule an appointment by e-mailing icarjob@gmu.edu.

Bring a draft or your résumé to the clinic.

Resume Basics

Get starting writing an effective résumé with input and resources on résumé writing. Runs throughout the résumé clinic session.

A draft résumé not required.

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Please RSVP for Workshops to icarjob@gmu.edu
Questions? Contact Julie Shedd, jshedd@gmu.edu, 703.993.3650

Sponsored by:
Institute for Conflict Analysis and Resolution Career Services
School of Public Policy Career Services

DC Nonprofit Networking Event

6:00pm - 8:00pm October 18, 2006

Organized by:

[OneWorld United States](#)

Hosted by:

[OneWorld US, Civilrights.org & Our New Evolution](#)

Date and time:

6:00pm - 8:00pm October 18, 2006

Admission:

Free

Registration Deadline:

October 18, 2006

Wheelchair Accessible:

Yes

Area of Focus:

Network of Nonprofit Organizations

Location:

1612 20th Street, N.W.,
Washington, District of Columbia, 20009,
United States

Contact Person:

[Partnership Manager](#)

Phone:

202-885-2678

Fax:

202-885-1309

Share ideas, meet cool new people, and have a great time at the Nonprofit Networking Event!

Date: Wed., Oct. 18

Time: 6:00 to 8:00 pm

Location: Zorba's Cafe

1612 20th Street, N.W. (at Connecticut Avenue) (202) 387-8555

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Click here to RSVP.

<http://us.oneworld.net/section/us/networking/dc>

Don't forget to bring information to share about your organization--brochures, business cards, upcoming events announcements, etc.! You can also bring items for the free raffle--books, bags, etc.!

This event is co-hosted by OneWorld U.S., Civilrights.org and Our New Evolution.

To find out about the next networking event and other local events, subscribe to the OneWorld DC list, visit <http://lists.us.oneworld.net/lists/info/owdc>.

For more information, email uspartnership@oneworld.net.

This event is for: everyone

Directions:

Near Dupont Circle.

URL:

<http://us.oneworld.net/section/us/networking/dc>

Email:

[Click here to view the email address.](#)

Organization Spotlight

Fellowships

Residential Research Fellowships Program on Order, Conflict, and Violence

MacMillan Center for International and Area Studies. The Program on Order, Conflict, and Violence at the MacMillan Center for International and Area Studies invites applications for residential research fellowships from scholars who address fundamental questions of order, conflict, and violence. The Program is offering two (2) fellowships, pre- or postdoctoral, in 2007-08. This interdisciplinary research program based on the social sciences and history, aims to promote innovative research on such questions as the causes of breakdown of order and violent conflict, the material and non-material sources and consequences of conflict, the various forms of political violence (e.g. coups, massacres, revolutions, riots, war, and genocide), the likelihood that some types of group conflict may be more or less prone to escalating into violent conflict, the evolution of national, subnational, or transnational political orders, and the social and political conditions and institutions associated with the emergence and breakdown of order. Under the direction of Professor Stathis Kalyvas, the Program fosters an intellectual community at

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Yale through the interaction of students, faculty, and visiting scholars interested in questions of order, conflict, and violence, and organizes various activities, including lectures, speaker series, workshops, and conferences. For more information see <http://www.yale.edu/macmillan/ocvprogram/index.html>. Fellows will be expected to be in full-time residence during the academic year beginning September 1, 2007. During the tenure of their appointment, Fellows are expected to work on their research projects, interact with graduate students and faculty, contribute to the intellectual life of the Program, and participate in its collective activities and development. Postdoctoral Fellows are expected to teach one undergraduate seminar structured around the general themes of order, conflict, and violence. Ideally, they also will complete a significant publication during their residency. Predoctoral Fellows are expected to complete their doctoral dissertations. In awarding fellowships, preference is given to: (a) recent Ph.D. recipients; and (b) graduate students who have made progress on their dissertations and are likely to complete them during their fellowship. Applicants for Predoctoral fellowships must have completed all coursework and general examinations at the time of application and are expected to have made significant progress on their dissertations. All candidates must be fluent in English. Stipend and Resource Information: The Program offers academic year stipends of \$38,245 plus benefits to Postdoctoral Fellows and \$21,854 plus individual health insurance coverage to Predoctoral Fellows: All Fellows appointed by the Program will have full access to the Yale University libraries and email. Normally, Fellows can expect shared office space, computer access and basic office supplies. Unfunded or partially funded pre- and postdoctoral fellowships may be available at the discretion of the Program. Interested candidates, who have other sources of funding, may apply with a clear indication of their funding situation. All applicants should indicate clearly whether they are seeking full or partial funding. Application Process: Applications must include the following: (1) cover letter, including current e-mail address (2) current curriculum vitae, including publications (3) 1500-word description of the proposed research project. The description should include the background, nature, importance, specific objectives, and methodology of the proposed research project (4) one sample of writing not exceeding 20 double-spaced pages pertinent to the proposed research project (no books accepted) (5) a syllabus of the proposed course (Postdoctoral Fellows ONLY) (6) an official graduate school transcript (7) three letters of recommendation. For Postdoctoral Fellows, referees should cover teaching ability as well as other points. The letters may be sent directly to the MacMillan Center or included with the application materials. If recommendation letters accompany application materials they must be in a sealed envelope. Letters sent by e-mail with full title, institution and contact information of the sender will be accepted. Do NOT include any additional materials (e.g., bibliographies, appendices) Deadline for submission: January 19, 2007 (applications postmarked AFTER January 19, 2007 will not be accepted). Awards will be announced by early April. Application materials should be sent to: Fellowships--Program on Order, Violence and Conflict, c/o Larisa Satara, Visiting Scholars and Fellowships Director, MacMillan Center for International and Area Studies, 34 Hillhouse Avenue, P.O. Box 208206, New Haven, CT 06520. E-mail: larisa.satara@yale.edu. For additional information e-mail larisa.satara@yale.edu or call (203) 436-4203. Application packets must be postmarked by the deadline in order to be reviewed. Late or incomplete applications will NOT be accepted. Do not send application materials via

registered or certified mail. AA/EOE; applications from women and minorities are encouraged.

Internships

Children Center Internship, U.S. Committee for Refugees and Immigrants

USCRI's National Center for Refugee and Immigrant Children (Center) was created in March 2005 in order to recruit and train volunteer attorneys and match them with unaccompanied immigrant children who have been released from federal custody all over the U.S.

In FY '06, it is projected that over 7,250 unaccompanied immigrant children will be detained by the federal government. After being released from federal custody, these children will have to appear before an Immigration Judge to fight their cases. Many of them will come to the U.S. having faced such horrors as abuse, neglect, gang persecution, and impoverished living conditions back at home.

The Center's role is to help orient these children to their immigration court proceedings, find them free legal services and help them locate social service referrals when needed. To date, the Center has received over 1350 requests for assistance, provided brief services to 1385 children and matched over 415 children with pro bono attorneys.

The Center's interns play a pivotal role in every facet of the Center's day-to-day activities. Here is a basic description of the position along with application procedures for intern applicants.

Responsibilities include, but are not limited to:

- Performing intake by interviewing children and their family members via telephone;
- Serving as the point of contact for regional training sessions for attorneys;
- Performing web-based research on country conditions;
- Updating the Center's website by posting research;
- Researching important legal decisions related to immigrant children; and
- Maintaining and updating the Center's Database.

Successful candidates have the following characteristics:

- Spanish, Chinese or Haitian Creole language fluency;
- Prior experience working with the immigrant or refugee community;
- Prior experience working with children;
- Professionalism;
- Ability to multitask; and
- Sense of humor.

Level of Commitment:

- In the fall and spring, it is expected that each intern will commit at least 25 hours a week to the position. This time may be divided based on the preferences of the intern as long as it amounts to 25 hours per week.
- Preference will be given to interns that can commit at least 10 weeks to the position, but all applicants will be

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considered.

Financial Compensation:

- Part-time interns (20-30 hours per week) receive \$80 per month and full-time interns (30+ hours per week) receive \$100 per month.
- Local travel expenses to and from the USCRI office will also be reimbursed for all interns (part-time or full-time).

Application Procedures

Requirements, Addresses and Deadlines

- To apply for an internship, please send a resume and a cover letter via email to Eric Sigmon, Immigration Program Assistant, at esigmon@uscride.org stating clearly the applicant's dates and times of availability.
- Applicants will be contacted via telephone if they are being considered for a position.
- No phone calls please.
- The deadline is Friday, November 10th at 5:00pm.

Winter Internship Program, The World Bank

The World Bank Winter Internship Program is now open for applications until 31 October 2006.

<http://web.worldbank.org/WBSITE/EXTERNAL/EXTHRJOBS/0,,contentMDK:20515785~menuPK:1477648~pagePK:64262408~piPK:64262191~theSitePK:1058433,00.html>

The Internship Program is open to students who are nationals of the Bank's [member countries](#) and attracts a large number of highly qualified candidates. The goal of this Internship Program is to offer successful candidates an opportunity to improve their skills as well as the experience of working in an international environment. Interns generally find the experience to be rewarding and interesting.

To be eligible for the Internship Program, candidates must possess an undergraduate degree and already be enrolled in a full-time graduate study program (pursuing a Master's degree or PhD with plans to return to school in a full-time capacity). Generally, successful candidates have completed their first year of graduate studies or are already into their PhD programs.

This Program typically seeks candidates in the following fields: economics, finance, human development (public health, education, nutrition, population), social science (anthropology, sociology), agriculture, environment, private sector development, as well as other related fields. Fluency in English is required. Prior relevant work experience, computing skills, as well as knowledge of languages such as French, Spanish, Russian, Arabic, Portuguese, and Chinese are advantageous.

The Bank pays an hourly salary to all Interns and, where applicable, provides an allowance towards travel expenses. Interns are responsible for their own living accommodations. Most

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positions are located in Washington, DC (some positions are offered in country offices) and are a minimum of four weeks in duration.

The World Bank Group Internship Program is offered during two seasons:

- **Summer (June-September)**
The application period for the Summer Program is **December 1 - January 31** each year.
- **Winter (December-March)**
The application period for the Winter Program is **September 1 - October 31** each year.

All applications **MUST** be submitted on-line (using the "Apply Now" button on the right hand side of this page).

Applications submitted after the deadline are not considered.

Cultural Relations Intern - Washington, DC

Organization:

British Council USA

Location:

United States (Washington, DC)

Website:

<http://www.britishcouncil.org/usa-about-us-career-opportunities-internship-program>

Compensation:

A stipend will be provided.

Email:

careers@us.britishcouncil.org

Description:

The UK's international organization for educational and cultural relations, the British Council USA builds long-term relationships between the US and the UK and fosters appreciation of the UK's creative ideas and achievements.

We increase recognition of the wide array of learning opportunities available in England, Scotland, Wales and Northern Ireland, and facilitate educational cooperation between the US and UK. Through transatlantic artistic partnerships, we introduce the American public to high-quality, groundbreaking creative achievements from the UK, and our science programs build networks that draw upon the UK's innovation in biotechnology, climate change and other disciplines.

Located at the British Embassy in Washington, DC, we also serve as the Embassy's Cultural Department.

ABOUT BRITISH COUNCIL USA INTERNSHIPS

Each academic term (spring, summer and fall), we invite one to two interns to take part in our internship program. We welcome interns in all fields of study, provided they have a sincere interest in the fields of foreign affairs and public diplomacy. A stipend will be provided.

The majority of internship projects will encompass some or all of the following areas:

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* Developing and implementing initiatives that increase appreciation of the UK's artistic creativity and/or scientific innovation * Encouraging American students to consider UK educational opportunities * Planning and staffing special events designed to encourage dialogue between the US and UK * Developing website content and features * Drafting research briefs, press releases and other materials * Supporting other cultural relations projects as needed

Shortlisted candidates will be selected on the basis of academic performance, recommendations and a demonstrated interest in international affairs. Final selections will be made based on a personal interview.

HOW TO APPLY

Applications to the British Council USA internship program must include the following:

* Cover letter (including areas of particular interest) * Résumé * College transcript * Two academic or professional references

Completed application materials must be submitted by mail to the British Council USA prior to the following deadlines:

* Spring 2007 term (January 9 to May 11): October 20, 2006

Please mail applications to:

Internship Coordinator British Council USA British Embassy 3100 Massachusetts Ave. NW
Washington, DC 20008

If you have any questions about the program or application process, please contact us at careers@us.britishcouncil.org. No phone or e-mail applications, please. The British Council USA is an equal opportunity employer.

Qualification:

In order to be considered for a British Council USA internship, applicants must be:

* A full- or part-time continuing college or university junior, senior, or graduate student * Enrolled and in good academic standing at an accredited college or university * Able to commit to working at least 20 hours per week for the duration of the internship * Legally permitted to work in the United States – we are not able to sponsor applicants for visas

Competitive applicants will also have at least a 3.0 GPA, a demonstrated interest in the area of cultural relations, and a global outlook. Specific skills may also be required for certain projects and will be noted in the application criteria where relevant.

Public Education and Outreach Division Intern, Human Rights Campaign

HRC Public Education and Outreach Division Intern

HRC's Public Education and Outreach Division manages much of the organization's non-political work, including outreach to and advocacy with corporations, communities of faith, educational institutions, and professional organizations. We are currently seeking interns to assist HRC staff in the management of this division.

The Public Education and Outreach Division Intern's responsibilities include:

- *Write regular newsletter-style updates, programmatic one-pagers, etc.
- *Help to connect division staff with counterparts in Development and ensure timely submission of information for grant proposals and reports
- *Work independently to complete various projects as assigned for each of the 5 programs of the Public Education and Outreach division
- *Provide administrative support for the Vice President and Coordinator of the Public Education and Outreach Division including research, drafting correspondence, scheduling meetings, sending publications, arranging travel, etc.

Qualifications:

- *Enrollment in or graduation from an accredited college or university
- *Experience with Microsoft Office applications (Word, Excel, Outlook) is required
- *Demonstrated knowledge of and/or interest in LGBT issues is required; demonstrated knowledge of and/or interest in the issues that face LGBT parents and their children and/or LGBT youth a big plus
- *Ability to work independently in a fast-paced, dynamic work environment is required
- *Superior written and verbal communication skills are required

This is a spring internship starting in January 2007 and ending in May 2007.

Other:

This is a paid internship -- Part time (20 hrs, \$125 / week) or Full Time (40 hrs, \$250 / week)

All of our internships are based out of our offices in Washington, DC. We cannot provide housing for our interns

Resume and cover letters must be in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format

Please refer questions to our website, <http://www.hrc.org/internship>

To Apply and for any other questions, e-mail intern@hrc.org
NO PHONE CALLS, PLEASE.

Religion and Faith Program Internship, Human Rights Campaign, Washington D.C.

HRC Religion and Faith Program Internship

The Human Rights Campaign Religion and Faith Program's mission is to change the conversation in this country about gay, lesbian, bisexual and transgender people and faith. HRC is standing alongside religious people who have been speaking out for GLBT equality.

Our approach is twofold: (1) to equip religious leaders and lay people alike to speak out about equality from a faith perspective and (2) to work with people of faith to change the conversation about GLBT equality from within their faith communities.

The Religion and Faith Program Intern will be responsible for at least one project that requires significant research and writing. Further responsibilities include:

- *Answering e-mail and phone inquiries from clergy and lay people throughout the country
- *Updating congregation contacts in the HRC Religion and Faith Program database
- *Implementing logistical details for Religion and Faith Program events
- *Booking travel, shipping materials and processing financial requests
- *Other administrative duties as needed

Qualifications:

- *Demonstrated interest in GLBT concerns
- *Desire to learn about a broad range of religious traditions
- *Excellent written and verbal communication skills
- *Basic proficiency in Microsoft Word, Microsoft Excel and Lexis/Nexis
- *Inclination for web-based research and database management
- *A strong sense of compassion and affinity for people of faith

This is a spring internship starting in January 2007 and ending in May 2007.

Other:

This is a paid internship -- Part time (20 hrs, \$125 / week) or Full Time (40 hrs, \$250 / week)

All of our internships are based out of our offices in Washington, D.C. We cannot provide housing for our interns

Resume and cover letters must be in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format

Please refer questions to our website, <http://www.hrc.org/internship>

To Apply and for any other questions, e-mail intern@hrc.org
NO PHONE CALLS, PLEASE.

Advocacy Assistant Intern, U.S. Committee on Refugees and Immigrants

One position working with the USCRI Government Liaison.

Responsibilities:

- Develop state by state contact lists of refugee and immigrant advocates

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- Track new stories of importance to USCRI
- Update media database and export it to Convio for automated messaging.
- Compose advocacy alerts on domestic and international issues of interests to the organization.
- Prepare briefing packets for Congress and the Press.
- Set up appointments to meet with congressional staff.
- Provide general clerical support.

Qualifications:

- Strong interest in both refugee and immigration issues.
- Experience in congressional office or media outlet.
- Strong writing skills.
- Good interpersonal phone skills.
- Working knowledge of databases and data management systems
- Ability to synthesize complex information into short messages
- Computer literacy.

To apply for an internship, please send preferably electronically via email:

- Resume or C.V.
- Cover Letter, stating which internship(s) you are applying for (in order of preference)
- Writing Sample of 3 to 5 pages (this could be the introduction to a school paper, professional work for another organization, personal statement or a creative writing piece)
- Two References (names and contact information only)

To:

Internship Coordinator

Email: advocacy-intern@uscrdc.org

* Internships require a minimum 10-week, 20-hour per week commitment from interns.

Stipend provided:

Part-time: (20-30 hrs/ week)/ \$80 per month

Full-time: (30+ hrs/ week)/ \$100 per month

Local travel expenses to and from our office are reimbursed.

The deadline is December 15th at 5:00pm

Religion and Conflict Resolution Intern, The Tanenbaum Center for Irreligious Understanding, New York

THE ORGANIZATION

The Tanenbaum Center is the leading organization providing the practical programs so urgently needed to prevent the growing problem of verbal and physical conflict perpetrated in the name of religion. We are a non-sectarian group that addresses unresolved tensions by helping to change behaviors in religiously-diverse workplaces, schools and in areas of armed conflict.

THE RELIGION AND CONFLICT RESOLUTION PROGRAM

In a world of conflict often stimulated by religion, the Tanenbaum Center's Religion and Conflict Resolution Program works to further the effective use of religiously-motivated individuals as a positive

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force in conflict resolution. Our initiatives promote religious peacemaking as an urgently needed component of Track II (citizen) diplomacy, and strengthen the impact of religiously-motivated men and women engaged in resolving conflicts worldwide.

Each year, through its Peacemakers in Action initiative the Tanenbaum Center recognizes one religiously-motivated individual who has dedicated his/her life to peace building in an area of armed conflict. This year, the Tanenbaum Center also launched its Middle East-North Africa Women's Peace Initiative and will be recognizing and honoring two religious women peacemakers from this critical region. We provide all the Peacemakers with expert training and promote their work through in-depth case studies and other opportunities.

In November 2006, Cambridge University Press will publish the Tanenbaum Center's latest book, *Peacemakers in Action: Profiles of Religion in Conflict Resolution*, which tells the remarkable stories of 16 of these Peacemakers and analyzes their unique religious peacemaking techniques. The book is designed to serve as a resource for diplomats and government officials, as well as a guide for students of religion and international affairs – our future peacemakers.

JOB RESPONSIBILITIES

The Religion and Conflict Resolution Intern position is an exciting opportunity for a dedicated and motivated student to play an influential role in a cutting-edge effort with top experts and strong leaders in the field of conflict resolution.

The Intern will support all aspects of the Religion and Conflict Resolution Program. Primary responsibilities include, but are not limited to:

- Conducting extensive research and critical analysis of 2006 Peacemaker candidates.
- Assisting with all components of the new Peacemaker case studies, including preparing for interviews with the Peacemakers and extensive research on the historical, political, and religious context in which they work.
- Assisting with book launches and other events, including marketing and publicity.
- Helping to create new trainings on religious peacemaking for various audiences, including international diplomats, religious leaders, and students.
- Researching potential funding and partnering opportunities for the program, and taking part in writing and preparing proposals.

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QUALIFICATIONS AND EXPECTATIONS

- Commitment to the mission and goals of the Tanenbaum Center.
- Strong interest and academic background in conflict resolution and international affairs.
- Interest and experience in religious studies a plus.
- Strong research and analytical skills.
- Excellent oral and written communications skills.
- Ability to analyze and clearly present data.
- Ability to work and think independently.
- Team player.
- Creative.
- Organized and adept at multi-tasking.
- Capable of representing the Tanenbaum Center and the Religion and Conflict Resolution Program in a professional manner at all times.
- Computer skills, especially Internet and Microsoft Office.
- A sense of humor.

COMPENSATION

The Religion and Conflict Resolution Intern is a paid position at \$10/hour for the fall academic semester, ending in late December 2006. Continuation of the internship in the spring semester may be possible and is contingent on funding.

Additional Qualifications:

How to Apply:

Please send a cover letter, resume, and one or two brief writing samples (less than five pages) to hr@tanenbaum.org. Be sure to include the name of the position in the subject line of your email.

No phone calls, please.

Jobs

CO-PROJECT DIRECTOR, QATAR

The Qatar School Training and Support Project and Qatar Special Education Project seek candidates for Co-Project Director.

The Co-Project Director is responsible for general oversight and management of the Qatar School Training and Support Project and the Qatar Special Education Project including coordination of field operations with AED central services, communications with our client, and all matters related

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to contract compliance. Responsibility may be expanded to include additional new projects in Arab countries.

QUALIFICATIONS: Graduate degree in education plus five years of work experience that includes management experience of educational projects; Knowledge of educational systems in an Arab Country; Experience with girls' education preferable; Arab country experience preferred; Fluency in Arabic preferred.

TO APPLY: Interested applicants should send resume with cover letter referencing position #KN6316icew to: AED/HR, 1825 Connecticut Avenue, NW, Washington, D.C. 20009; fax: (202) 884-8413 or email: employ@aed.org. For additional information, visit our website at <http://www.aed.org>.
AA/EOE/M/F/D/V

AGRIBUSINESS ASSOCIATE / SR. ASSOCIATE, GLOBAL, BURLINGTON, VERMONT

ARD, Inc. has an immediate home office staff opening for an Associate/Sr. Associate in its Agriculture Sector.

ARD provides solid technical expertise in a wide array of rural development, agribusiness, and agricultural production services. ARD's multi-disciplinary approach to agriculture and agribusiness development, grounded in long experience, provides stakeholders with far-reaching perspectives on how they can realize their objectives. This position is based in ARD's home office in Burlington, Vermont and requires residency in Vermont. Burlington is nestled on the shores of Lake Champlain between the Adirondacks and the Green Mountains and only minutes from Vermont's finest ski slopes.

QUALIFICATIONS: Master's degree or higher in agriculture, agribusiness, agricultural economics or business administration; 10+ years emerging or transitioning nation field experience directly related to the development of agribusiness consulting services; 5+ years broad geographic experience in developing/ transitioning countries as an advanced professional required; Advanced technical knowledge in several of the following areas: Agricultural market analysis; Product value chain improvement; Export promotion and market linkages; Agricultural certifications (organic, HACCP, fair trade), Agricultural policy analysis, Product standards, food safety, and quality control; Agro-processing; Competitiveness analysis; Producer and marketing associations; Dissemination of improved agricultural practices and Agri-business strategic planning and commercial management. Also: Demonstrated writing ability and previous experience in developing and writing proposals; Speaking and reading proficiency in at least one foreign language is helpful (Arabic, French, or Russian preferred); High level proficiency in MS Office applications; High level multi-tasking capabilities; Must be comfortable working in a fast paced and sometimes intense work environment; This position requires 30-40 percent international travel; U.S. citizenship or a valid U.S. work permit is mandatory.

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RESPONSIBILITIES: Participating in projects that assist developing countries to strengthen their economies through development of their commercial agriculture sectors; Providing high level technical assistance either for short-term international assignments or in a home office advisory capacity; Assisting proposal teams in all aspects of proposal development and preparation; Provide technical oversight of agribusiness projects, monitoring progress against contract deliverables and providing guidance to project staff; Participating with the firm's general business development and marketing activities and new business tracking; Assisting with expansion of firms' agribusiness activities which includes improving their marketing capabilities, transferring improved practices within value chains to meet buyers' requirements, and new market entry; Conducting assessments, market studies, agribusiness planning, and evaluations; Strategic planning activities.

TO APPLY: Please email a current curriculum vitae (CV) in reverse chronological format to homeofficejobs@ardinc.com. Please refer to AgBus Global in the subject line. Applicants must complete the U.S. Department of Labor's Employment Opportunity form (available at: <http://www.ardinc.com/careers/eeform.php>) using Job Code: AgBus Global. Applications that do not meet the minimum requirements listed above will not be considered. No phone calls will be accepted. ARD, Inc. is an Equal Opportunity Employer.

AGRIBUSINESS ASSOCIATE / SR. ASSOCIATE – LATIN AMERICA EMPHASIS, BURLINGTON, VERMONT

ARD, Inc. has an immediate home office staff opening for an Associate/Sr. Associate in its Agriculture Sector.

ARD provides solid technical expertise in a wide array of rural development, agribusiness, and agricultural production services. ARD's multi-disciplinary approach to agriculture and agribusiness development, grounded in long experience, provides stakeholders with far-reaching perspectives on how they can realize their objectives. This position is based in ARD's home office in Burlington, Vermont and requires residency in Vermont. Burlington is nestled on the shores of Lake Champlain between the Adirondacks and the Green Mountains and only minutes from Vermont's finest ski slopes.

RESPONSIBILITIES: (including but not limited to) Participating in projects that assist developing countries to strengthen their economies through development of their agribusiness sectors; Assisting with expansion of firms' agribusiness activities which includes improving their marketing capabilities; transferring improved practices within value chains to meet buyers' requirements, and new market entry; Developing and writing proposals; Managing and participating in agribusiness projects; Conducting assessments, feasibility studies, and evaluations; Strategic planning activities.

QUALIFICATIONS: Master's degree or higher in agriculture, agribusiness, or

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agricultural economics; 10+ years emerging or transitioning nation field experience directly related to the development of agribusiness consulting services; Extensive experience in USAID project management and/or full-time technical assistance experience required; Proven ability and interest in leading the development of proposals and in generating new business; Demonstrated writing ability and previous experience in developing and writing proposals; Fluent in both spoken and written English and Spanish languages; This position requires 30-40 percent international travel; U.S. citizenship or a valid U.S. work permit is mandatory.

TO APPLY: Please email current curriculum vitae (CV) in reverse chronological format to homeofficejobs@ardinc.com. Please refer to AgBus LAE in the subject line. Applicants must complete the U.S. Department of Labor's Employment Opportunity form (available at: <http://www.ardinc.com/careers/eeform.php>) using Job Code: AgBus LAE. Applications that do not meet the minimum requirements listed above will not be considered. No phone calls will be accepted. ARD, Inc. is an Equal Opportunity Employer.

SENIOR GOVERNANCE & INSTITUTIONAL DEVELOPMENT ADVISOR –AFGHANISTAN, BURLINGTON, VERMONT

ARD, Inc. (<http://www.ardinc.com>) has an immediate opening for a Senior Technical Advisor in our Governance and Institutional Development sector to provide technical and managerial leadership and oversight of USAID funded projects in Afghanistan. Broad duties will include, but not be limited to, the provision of technical and advisory services, training, research, and other services to USAID missions and offices, and their clients. Will entail frequent international travel in support of projects (approximately 30-40%).

This position is based in ARD's home office in Burlington, Vermont, located on the shores of Lake Champlain between the Adirondacks and the Green Mountains and only minutes from Vermont's finest ski slopes.

RESPONSIBILITIES: Providing technical and managerial oversight and guidance to ongoing projects; Providing advice and assistance to Chiefs of party in project start-up, work plan development, identification of short-term technical assistance, results reporting, monitoring of expenses, budget revisions, etc.; Monitoring the performance of key project personnel and local long-term employees; Management of U.S. subcontractors; Maintaining quality control of all work efforts, including review and approval of final technical reports; Providing short-term overseas technical assistance; Leading the development of proposals for new business.

QUALIFICATIONS: Advanced degree such as Masters Degree in Political Science, Public Administration or Public Policy, Economics, or Business Administration; Prior experience in managing USAID projects, and solid familiarity with USAID contracting and grants mechanisms; At least 5 years of developing country experience on USAID funded projects; Strong technical background desired in the following: democracy and governance, local

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governance, community development, rural development, post-conflict reconstruction, conflict mitigation/management/resolution, community-based reconciliation, monitoring and evaluation, training, mediation of specific disputes; Strong background and experience in management and team leadership desired; Must have strong cross-cultural relations and inter-personal communication skills; Speaking and reading proficiency in at least one foreign language is required; Must be comfortable working in a fast paced and sometimes intense work environment; U.S. citizenship or a valid U.S. work permit is an absolute requirement.

TO APPLY: Please e-mail full, current curriculum vitae (CV) in reverse chronological format to homeofficejobs@ardinc.com. Please refer to GID STA in the subject line. Applicants must complete the U.S. Department of Labor's Employment Opportunity form (available at: <http://www.ardinc.com/careers/eeform.php>) using Job Code: GID STA. Applications that do not meet the minimum requirements listed above will not be considered. No phone calls will be accepted. ARD, Inc. is an Equal Opportunity Employer.

COUNTRY REPRESENTATIVE, DEMOCRATIC REPUBLIC OF CONGO

The International Foundation for Education and Self-Help (IFESH) seeks candidates for Country Representative, Democratic Republic of Congo. Post-Conflict Community Reconstruction: IFESH, with headquarters in Phoenix, Arizona, is a leading international, non-profit, non-governmental organization focusing on human resource development, primarily in sub-Saharan Africa. IFESH is seeking a long-term Country Representative for a community-based reconstruction program in D.R. Congo. The program seeks to successfully respond to the priority needs of local communities and develop their capacity realize these development objectives.

RESPONSIBILITIES: A Country Representative is required for overall management of this community-based reconstruction and reconciliation program. The Country Representative, supervised by the IFESH Vice President of Community Development, will be based in Kinshasa and will oversee general management of all aspects of the community reintegration program, including oversight of program implementation, monitoring progress, and ensuring the program is successfully implemented and in compliance with donor requirements. The Country Representative will also work in collaboration with government, UN, NGO, donor and other key officials in the implementation of this project. Ensure overall program direction and quality; representation of the organization and program to national and local authorities, community, partners and donors; project reporting; and oversight of financial and administrative activities.

QUALIFICATIONS: Advanced degree in international affairs, development studies, community development, child development, or related field; ten (10) years experience working internationally, preferably in Africa, in the areas of demobilization and reintegration (DDR), child soldier DDR, social research in war-affected communities, and/or other relevant experience; experience managing multi-budget projects, and supervision of both expatriate and national staff; experience working with international donors, as well as government bodies, including military forces; experience working in insecure areas and familiarity with security procedures and

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systems; experience with or good working knowledge of database management; strong writing skills desirable. Fluency in spoken and written English and French required; spoken Swahili an advantage.

TO APPLY: Interested candidates are invited to send a written expression of interest and detailed CV to the Vice President of Community Development, cl@ifesh.org, as soon as possible, but no later than November 1, 2006. IFESH is an equal opportunity employer.

DEPUTY PRINCIPAL INVESTIGATOR , CALVERTON, MARYLAND

MACRO INTERNATIONAL INC., AN OPINION RESEARCH CORPORATION COMPANY (ORC MACRO), is seeking a Deputy Principal Investigator for Administration to support the MEASURE Evaluation Project (www.measuredhs.com). ORC MACRO is a professional services firm offering high quality research, management consulting and information technology services supporting business and government. MEASURE Evaluation is a USAID-funded project that strengthens the capacity of host-country programs to collect and use population and health data. The Project helps to foster demand for improved monitoring and evaluation across a range of health programs, including reproductive health, HIV/AIDS, and infectious disease. The Project is a partnership between the University of North Carolina, the Futures Group, John Snow Inc., Tulane University, and ORC Macro. The ORC Macro office of MEASURE Evaluation currently has a staff of 13 who work in a variety of areas related to monitoring and evaluation of health programs. Within the context of the Project, ORC Macro supports research, capacity building, and M&E technical assistance in multiple countries in Africa, Asia, and the Caribbean, with field offices in Kenya and Trinidad. OVERVIEW: The Deputy PI will work with the PI and country team managers to provide managerial and administrative oversight to the activities and country teams housed at ORC Macro as well as playing a key role in the implementation of technical activities. The job functions will be split approximately 50/50 between management and technical responsibilities. The managerial responsibilities include translating the Project vision and goals, as set by UNC Senior Management and the Macro PI into effective operational strategies and actions within the company. Technical work will focus on providing technical assistance to clients on monitoring and evaluation of HIV/AIDS and infectious disease activities. The successful candidate will report to the PI and serve as a senior managerial presence within the ORC Macro team as well as an activity leader on various technical activities. S/he will serve as a deputy to the PI for program management, planning, and program execution.

RESPONSIBILITIES: Ensure proper planning, completion, and dissemination of project deliverables; Takes a leadership role on technical activities within the project including work on HIV/AIDS and infectious disease monitoring and evaluation; Coordinates with team members on producing reports, work plans, scopes of work, and proposals; Represents ORC Macro and MEASURE Evaluation externally to international agencies, collaborators, non-governmental organizations, and the donor; community as necessary when PI is unavailable or subject area relates specifically to Deputy's expertise; Coordinates with team leaders for the administration and monitoring of subordinate agreements such as subcontracts, purchase and

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work orders, and consulting agreements; Works with team leaders to develop budgets and scopes of work for activities; Serves as a liaison between the ORC Macro team and the Administrative Team at UNC HQ; Serves as a liaison between the MEASURE Evaluation team at ORC Macro and other ORC Macro support groups such as accounting, contracts, publications, etc.; Assures compliance with MEASURE Evaluation and ORC Macro policies, requirements, and standards; Assists team leaders and other team members in resource leveling and human resource requirements to meet team needs; Backstops PI and team leads on programmatic issues/activities and when they are away from the office.

QUALIFICATIONS: Advanced degree (PhD, MPH, similar) in public health or related fields with specific background in project management; Minimum 5 years experience in project management in a health or related international NGO or bilateral/multilateral organization; Demonstrated technical abilities in monitoring and evaluation in one of the focal areas of the project (specifically HIV/AIDS, or infectious disease); Proven abilities in organizational development, project coordination, and liaising between technical and administrative staff; Excellent organizational skills and ability to work independently; Demonstrated problem solving skills; Ability to frame complex situations for executive decision-making; Good interpersonal, communication and people management skills, a team player and builder; Willingness to travel internationally as needed (approximately 20%); Foreign language skills (esp. French, Spanish, Portuguese or Russian) are a strong benefit.

TO APPLY: ORC MACRO offers an excellent compensation and benefits package including 401(k), profit sharing, tuition reimbursement, casual business dress, and free parking. EOE/M/F/V/D. Please send cover letter and resume to attn: Job Code: DPI/SB to hrb@orcmacro.com. MACRO INTERNATIONAL INC. 11785 Beltsville Drive Calverton, MD 20705

EMERGENCY RESPONSE POSITIONS - SAVE THE CHILDREN

Save the Children is seeking to develop a Reserve Cadre who will support emergency responses in the United States when additional capacity is urgently needed. The Reserve Cadre will consist of temporary staff persons who may be deployed to the site of an emergency. Financial compensation and benefits will be commensurate with temporary employee status as determined by Save the Children. Other benefits may include travel and per diem expenses in accordance with Save the Children policies.

Candidates are sought for the following positions:

Education Officer
Program & Information Officer
Logistics Officer
Finance Officer

The Reserve Cadre will perform work usually at temporary sites located in disaster damaged areas at the direction of the Domestic REDI Team Leader. Reserve Cadre members must be ready for deployment with little advance notice and be able to function under intense physical and mental stress. As on-call employees, Reserve Cadre members will have the right to refuse one

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assignment in any given year with proper cause. If a Reserve Cadre member is unable to deploy more than one time, the temporary appointment of that individual is subject to review and termination

TO APPLY: Please visit our web site

(<http://www.savethechildren.org/careers/index.asp>) and enter the position reference number to learn about and apply these emergency response management positions: Education Officer (position #3146), Program & Information Officer (position #3147), Logistics Officer (position #3145), Finance Officer (position #3148). EOE M/F/D/V

Community/Social Justice Organizers, Canada ACORN

ACORN (Association of Community Organizations for Reform Now) is building a national organization for social and economic justice by organizing low and moderate-income communities for social change.

ACORN is looking for organizers to work with low and moderate-income communities on community-run grassroots and political campaigns to advance renters' rights, immigrant rights, and quality public schools, etc. Work with community residents to build grassroots organizations, develop leadership, register/mobilize voters and community residents and run community organizing programs.

Additional Qualifications:

How to Apply:

We are hiring for our Toronto, Ottawa, and Vancouver/Surrey.

If your interested in Toronto please email onacorn2@acorn.org.

Vancouver bcacornva@acorn.org

Ottawa onacornomgr@acorn.org

Climate Change Policy Analyst - California

The Center for Clean Air Policy is a non-profit environmental think-tank based in Washington, DC. Founded in 1985, The Center is the only organization focused exclusively on air quality, climate and energy policy at the domestic and international levels. Our teams of policy analysts work collaboratively with scientists, industry and political leadership in every venue where we can contribute our expertise toward effective policy making.

The Center is seeking a senior Climate Change Policy Analyst to play a leading role in its Domestic Program initiatives. The priority would be to help lead CCAP initiatives in California as well as contributing to CCAP's U.S. Climate Policy Initiative and other domestic programs. The position would be based in Sacramento or San Francisco.

The senior Policy Analyst will have strong analytical, outreach and project management skills. Candidate must have a good understanding of climate mitigation options and emissions trading. The successful candidate will have

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familiarity with the California climate change policy process and stakeholders and a keen sense of the political and jurisdictional issues that are at the heart of finding consensus-based solutions.

Additional Qualifications:

Ideal candidates will have a Master's degree in public policy, economics or a related field and at least five-to-ten years' related experience in analysis, policy development, client outreach and fundraising. Salary is commensurate with experience. Applicants interested in Climate Policy Analyst roles at CCAP, but not in California, are also encouraged to express interest.

How to Apply:

Please email your resume, cover letter, a short writing sample and salary history to: (Please enter "Domestic Policy Analyst - California" in the subject line. No telephone inquiries please.)

Mr. Steven Kallan, EVP

skallan@ccap.org

Equal Opportunity Employer

Senior Internal Displacement and Protection Advisor - Washington, DC

Organization:

The Office of U.S. Foreign Disaster Assistance

Location:

(Washington, DC)

Website:

<http://www.globalcorps.com>

Contact Information:

Amy Feldman

Phone:

202.661.9377

Email:

afeldman@globalcorps.com

Fax:

202.315.3803

Apply online:

[Click here to apply online for this position >>](#)

Description:

The Senior Internal Displacement and Protection Advisor will be assigned to the TAG and will work closely with the staff of the Office of the Director. The incumbent will be a senior advisor to OFDA on policy and program issues regarding protection, IDPs and other vulnerable populations.

DUTIES AND RESPONSIBILITIES

The position involves providing expert analytical and advisory support for the planning, development and execution of USAID policy and programs within a broad and complex geographic and functional specialty area. This requires applying a rigorous analytical approach to data that is often vague, unsubstantiated or contradictory. The work is complicated by the need to provide expert advice and guidance to the decisions and actions of senior policy officials, and to quickly, accurately and decisively determine the significance of information to the policy interests of the USG. As part of this effort, the advisor must be able to rapidly identify and anticipate problem issues, help formulate strategic and programming priorities, and write under

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tight deadlines to produce widely disseminated analytical products that represent official assessments of complex issues as well as keep the policy-making and foreign affairs communities continuously informed of new issues and developments. The work requires extremely strong writing and verbal skills.

Collaboration with other offices, bureaus and agencies within and outside of the USG is also critical to this position. Contacts will be with the Department of State and USAID employees at all levels, personnel at U.S. posts worldwide, senior analysts and officials in other agencies, congressional staff, experts, United Nations (UN) staff, representatives of other donor governments, consultants, researchers and educators, and officials of non-governmental organizations. Contacts occur in a wide variety of planned and unplanned, formal and informal settings in Washington, foreign capitals, and in the field. The Senior Internal Displacement and Protection Advisor will participate in open meetings and conferences where s/he may be called upon to explain and defend USAID activities/approaches with regard to internal displacement and protection.

Specific duties and responsibilities are as follows:

- Serve as an authoritative source of information on and analysis of internal displacement and protection issues for OFDA. Provide leadership for the identification, research, analysis and development of recommendations on all issues and matters relating to protection, IDPs and other vulnerable populations;
- Help coordinate development of clear and articulate policy on internally displaced persons and protection issues for OFDA and USAID in general. Make decisions and provide guidance that significantly affect OFDA and Agency IDP and protection policies;
- Serve as a key member of and provide guidance and direction to the DCHA Protection Working Group;
- Prepare OFDA senior management and DCHA senior leadership, where necessary, to speak on IDP and Protection issues before UN bodies, NGOs, Congress and other parts of the USG;
- Develop and maintain cooperative working relationships with UN agencies and relevant USG offices and serve as an expert point of contact for these groups in the area of protection and IDPs;
- Coordinate and provide front line communication with the State Department's Bureau for Population, Refugees and Migration (PRM) regarding the development of strategies addressing displaced populations;
- Respond to relevant congressional and public inquiries and speak to various visiting groups about protection and displaced persons;

- Improve awareness and expertise of OFDA staff on IDP and protection issues. Assist OFDA with better integration of IDP needs and protection issues into normal humanitarian relief, transition, and developmental programs;
- Coordinate with the OFDA Technical Assistance Group's IDP/Protection Specialist and with the Humanitarian Coordination Specialist within the Office of the Director in the development of IDP and protection policies, strategies, and program standards;
- Based on analysis and research, clarify and define USAID's leadership role within the USG in relation to IDP issues, including providing country-specific recommendations on how to address IDP needs;
- Coordinate with the various DCHA offices, including the Office of Transitions Initiatives (OTI), Office of Food for Peace (FFP), Office of Democracy and Governance (DG), Office of Conflict Management and Mitigation (CMM) and Office of Program, Policy, and Management (PPM) on IDP and Protection issues;
- Work with counterparts in other donor organizations to exchange information, establish meetings, solicit publications, and collect information on training opportunities regarding IDPs; and coordinate these activities with relevant DCHA offices;
- Articulate IDP and protection policies to personnel within OFDA, the DCHA Bureau, USAID Missions and other USAID Bureaus, and to other U.S. Government agencies, other donors, and implementing partners, through participation in conferences, speaking engagements, and field visits;
- Participate in OFDA grant review process as needed, including reviewing partner proposals and providing technical recommendations;
- Assist OFDA staff to translate policies and strategies into effective programming, as needed;
- Represent USAID on multi-donor missions to emergency situations in the field;
- Travel to the field as needed, sometimes on short notice, for possible durations of several weeks;
- Serve as OFDA Duty Officer on a rotational basis;
- Serve as a member of the Washington-based Response Management Team (RMT), which provides services and support to Disaster Assistance Response Teams (DARTs) deployed in response to disasters. The duties on the Response Management Team will be varied.

Qualification:

BASIC REQUIREMENTS AND SELECTIVE FACTORS: (Determines basic eligibility for the position. Candidates who do not meet all of the basic qualifications and selective factors are considered NOT qualified for the position.)

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Bachelor's degree with significant study in or pertinent to the specialized field including, but not limited to, international relations, international law, economics, anthropology or a related field, and nine (9) years of professional experience working within a USG foreign affairs agency, PVO/NGO and/or international organization in humanitarian assistance and/or immediate post-conflict environments with a focus on displaced persons, which must include five (5) years of on-the-ground field experience.

OR

Advanced degree with significant study in or pertinent to the specialized field including, but not limited to, international relations, international law, economics, anthropology or a related field, and seven (7) years of professional experience working within a USG foreign affairs agency, PVO/NGO and/or international organization in humanitarian assistance and/or immediate post-conflict environments with a focus on displaced persons, which must include four (4) years of on-the-ground field experience.

AND

- US Citizenship;
- Complete and hand-signed federal form OF-612;
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs);
- Ability to obtain a Secret level security clearance;
- Ability to obtain a Department of State medical clearance; and
- Satisfactory verification of academic credentials.

QUALITY RANKING FACTORS: (Used with interview performance and reference check results to determine the ranking of qualified candidates in comparison to other applicants. The factors are listed in order of importance from highest to least.) QRF #1 Describe your work experience serving as an expert point of contact and source of information on internal displacement and protection issues; such experience should include direct examples of instances in which you provided leadership for the identification, research, analysis and development of recommendations and policies on all issues and matters relating to IDP and humanitarian protection (i.e., forced displacement, forced return, reintegration, shelter, health, and food). QRF #2 Describe your professional experience providing analytical and advisory support for the planning, development, and execution of policy and strategies in the area of humanitarian protection and internally displaced persons (IDPs). QRF #3 Describe your direct experience working in conjunction with U.S. Government (USG) agencies (i.e., USAID, Department of State), donors (i.e., UN, donor governments), and non-governmental partners to exchange information, and develop and implement IDP and protection policies and programs. QRF #4 Describe your oral and written communication skills articulating IDP and protection policies through activities such as participation in conferences, speaking engagements and field visits; and production of widely disseminated analytical products assessing complex issues. QRF #5 Describe two instances that best reflect your ability to educate and support fellow team members and others on humanitarian protection and IDP issues and policies.

BASIS OF RATING: Applicants who meet the Basic Requirements and Selective Factors will be further evaluated based on scoring of the Quality Ranking Factor (QRF) responses. Those applicants determined to be competitively ranked may also be evaluated on interview

performance, satisfactory professional reference checks, and a writing sample. Applicants are required to address each of the QRFs on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name, social security number and the announcement number at the top of each additional page. Failure to address the selective and/or quality ranking factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards. The Applicant Rating System is as Follows: QRFs have been assigned the following points: QRF #1 – 15 points QRF #2 – 12 points QRF #3 – 10 points QRF #4 – 8 points QRF #5 – 5 points

Interview Performance – 20 points

Writing Sample – 15 points

Satisfactory Professional Reference Checks – 15 points

Total Possible Points: 100

WHERE AND HOW TO APPLY:

Qualified individuals are required to submit:

1. A complete U.S. Government Optional Form 612 with hand-written signature (downloadable forms are available on the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov> or at Federal offices) or www.globalcorps.com.
2. Supplemental document specifically addressing the five (5) Quality Ranking Factors (QRFs) shown in the solicitation.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter.

Via mail: GlobalCorps, 1201 Pennsylvania Ave. NW, Suite 200, Washington, DC 20004 Via facsimile: (202) 315-3803 or (240) 465-0244 Via email: sridp@globalcorps.com

The most qualified candidates may be interviewed. OFDA will not pay for any expenses associated with the interviews. Candidates interviewed will be required to provide a writing sample on a specific topic within a 24 hour period. Professional references and academic credentials will be evaluated for applicants being considered for selection.

Writer/Researcher, Freedom to Marry, New York

The Researcher/Writer will conduct research using the internet, public and private documents, and any other pertinent research tools; analyze results and relevant trends; and draft a variety of written materials.

1) WRITING:

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- generate op-eds, letters to the editor, and more substantive articles for different signatories, in a variety of styles, geared toward diverse communities;
- draft reports, fact sheets, brochures for distribution to targeted populations;
- develop and update content for online communications, including website;
- write and disseminate press releases, media alerts, fact sheets, press kits, and other such material;
- prepare succinct, persuasive and stimulating articles, essays, and promotional materials; and
- stay up-to-date with current events related to the marriage equality movement.

2) RESEARCH:

- stay abreast of polling and other research data and draft reports, and other documents to circulate to staff and movement partners;
- develop and implement system for compiling, updating and sharing resources for partners (e.g., polling data, op-ed templates, talking points, fact sheets, etc.).
- conduct web-, print-, and phone-based research toward the development of fact sheets, legislative and judicial summaries, talking points, and other media relations and programmatic materials; and
- be familiar with the freedom to marry universe so as to answer questions and supply accurate and authoritative information.

3) GENERAL SUPPORT:

- work with Senior Web Producer to create well-written and accurate content for web;
- check details of new web pages added to ensure that every page is pithy and accurate;
- develop and implement system for compiling, updating, and sharing resources for coalition partners (e.g., polling data, op-ed templates, talking points, and fact sheets);
- actively contribute to team meetings regarding new projects, suggesting ideas and brainstorming;
- proof-read and edit the work of other writers as required; and
- aid in daily Communications Department duties and implementation of other projects as needed.

Additional Qualifications:

Exceptionally strong written and verbal skills; must enjoy working in a fast-paced, dynamic team environment; knowledge of e-mail and web-based communications are vital. The ideal candidate will have at least three years experience in writing and research across a spectrum of issues.

- demonstrated excellent writing and editing skills;
- self-motivated, proactive, quick wit and ability to think on his/her feet;
- an inquisitive interest in civil rights with a focus on equal rights for lesbian, gay, bisexual and transgender persons and their families, including the freedom to marry;
- a proven record in research/reporting using a variety of research tools;
- an ability to work within strict deadlines and under pressure;
- flexible and adaptable, a good team-worker with ability to work alone;
- microscopic attention to detail;
- ability to manage several tasks at once, use sound judgment and follow up on prioritized assignments;
- excellent computer skills, especially with word processing and presentation software;
- quantitative and spreadsheet skills are not essential but would be beneficial;
- formal qualification in writing / journalism / English preferred; and
- Spanish-language proficiency is preferred, but not required.

How to Apply:

Applicants should send a cover letter, resume, and three references in a single Microsoft Word document via e-mail with JOB-RESEARCHER as the topic to Charles Ignacio, Deputy Director, at charles@freedomtomarry.org. No calls or faxes, please. Only those whose applications are being considered will be contacted.

Conflict Resolution and Mediation Specialist (Leadership Specialist) CCCC, New York

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Conflict Resolution & Mediation Specialist (Leadership Specialist)

The Countee Cullen Program, a program of the Harlem Children's Zone, Inc. is a multi-service beacon program, operating out of PS 194, which offers an array of services, supports and resources for the upper Manhattan community and beyond. Ranging from three different after school programs (elementary, middle and high school), to college preparation to adult classes and job readiness, the Countee Cullen program strives to service our children, youth and families in ways that are supportive to the healthy emotional, academic, social, mental and physical aspects of the participant.

The conflict resolution and mediation specialist duties are:

- meet with 2 grades / month; twice a week for ½ hour each session

- provide participants with alternatives to violence, team building and leadership skills and promote a caring, familial environment within the program

- address issues of violence experienced

- incorporate culture, race, language and environment into their lessons for the children

- use a variety of activities that reinforce the lessons of conflict resolution and mediation

- be creative in their teaching of conflict resolution and mediation

- *infuse leadership into all activities

The conflict resolution and mediation specialist needs to be:

- a motivated self starter
 - creative
 - energetic
 - experienced
 - familiar with working with children from low-income, disenfranchised neighborhoods, predominantly children of color (African, African American and Hispanic)
- This specialist works within a team of specialists that service the after school program (arts and crafts, sports, dance, etc.).

Additional Qualifications:

Position is for immediate start. Person must be available between 2:30 – 6:30pm Monday – Friday.

It is important that we stress to candidates interested in applying that we expect candidates to be prepared to begin working as soon as they are hired. This is a very fast paced environment and we are seeking individuals that can keep up with the demands and standards of the program. This is a position for someone with

past experience. We are seeking someone who is knowledgeable of after school programs, preferably beacon programs, and is highly motivated to work in a supportive environment, with like individuals, all here to effect change and offer high quality programs and services.

How to Apply:

Please go to our website <http://www.hcz.org> and read about our organization and site prior to applying.

Send resume to hlopez@hcz.org .

Communications Co-Coordinator, Fellowship of Reconciliation, New York

Fellowship of Reconciliation Box 271, Nyack, New York 10960
Tel: 845-358-4601 ? Fax: 845-358-4924 ? Web: <http://www.forusa.org>

Seeking Communications Leader & Team Player

Job Title: Communications Co-Coordinator
Immediate Supervisor: Executive Director
Salary: Low to Mid-\$40,000 range
Hours: Full-time
Location: Fellowship of Reconciliation headquarters, Nyack, New York
Deadline: October 25, 2006

About the Fellowship of Reconciliation (FOR): <http://www.forusa.org>

FOR is the oldest and largest interfaith peace and justice organization in the United States. It is part of the International Fellowship of Reconciliation (IFOR), which was founded in 1914 and today includes chapters in more than 40 countries. FOR (USA) has locally-based member groups in more than 100 communities around the United States, and also works closely with a dozen affiliated national religious peace fellowships. In addition to vigorously opposing war and nuclear weapons, FOR is committed to working proactively and nonviolently for peace, social, racial, and economic justice at home and abroad.

Nature and Scope of Duties:

The Communications Co-Coordinator and her/his colleague have primary responsibility for communicating FOR's vision and work through various media to national and international audiences. FOR enjoys the support of a dedicated membership of more than 12,000 annual donors and other followers, and is widely respected in the peace and justice community for its historic quarterly print magazine, "Fellowship," which has served as a progressive journal of analysis, opinion, and inspiration since 1918. Yet FOR's communications infrastructure lags far behind the curve in our technological era, and FOR has identified a critical need

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 radically increase its use of activist media tools, including e-mail alerts (building from a current database of some 15,000 recipients), Web-based organizing, and multimedia programming.

The right candidate will be creative, energetic, and deeply collaborative in working to achieve these tasks. Her/his workload will include:

- managing and growing the organization's Web site and e-mail alerts;
- helping develop an integrated communications strategy for the organization;
- co-editing and publishing a national magazine four times per year; and
- reaching out to national and local media.

The right candidate will be experienced in developing national campaigns and connecting them with grassroots initiatives. Special consideration will be given to candidates who have creatively and strategically grown organizational visibility and membership – through e-mail campaigns, viral marketing, multimedia content, and other new technologies.

Qualifications, Skills, and Experience:

- Demonstrated organizing skills: able to conceptualize, develop, and implement strategies in all aspects of communications, including online, new media, and print publications.
- Excellent writing skills: able to write clearly and persuasively.
- A strong commitment to faith-based nonviolence, multiculturalism, and the mission and vision of the Fellowship of Reconciliation.
- General knowledge of marketing and media relations; awareness of video, multimedia, desktop publishing, and lay out are a plus.
- Strongly collaborative and possessing good interpersonal skills: a team player who will be prepared to work not only with all staff colleagues but also the National Council (FOR's board of directors), FOR membership, and other peace and justice organizations
- Conversant with the religious, political, social-economic, and cultural aspects of national and world contexts, and experienced in working with diverse communities and constituencies.

Salary/Benefits:

Salary in the low to mid-\$40,000 range, depending on experience and qualifications. Generous benefit package includes health insurance, paid holidays, four weeks paid vacation, unemployment, pension, social security, worker's compensation, and disability.

Additional Qualifications:

How to Apply:

Submit the following material:

1. Résumé, cover letter, and at least three examples of written, edited, or published work, e-mail campaign content, or multimedia materials.
2. References: the names of three references must accompany your application. At least two must be professional and/or educational. One may be personal, though not a relative.

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Send your application and secondary materials to:
Sharon Martin
ATTN: Communications Co-Coordinator Application
Fellowship of Reconciliation
521 North Broadway
Nyack NY 10960

FAX: 845-358-4924

E-MAIL: smartin@forusa.org (Subject: Communications Application)

Affirmative Action: The FOR is an Affirmative Action/Equal Opportunity Employer that actively seeks inclusion of women, people of color, religious minorities, and LGBTQ people throughout its staff and communities.

FOR requires that all candidates fill out an Affirmative Action Supplement form. One will be mailed to you upon receipt of your application.

National Director, Jewish Voice for Peace, California

JOB ANNOUNCEMENT FOR JVP NATIONAL DIRECTOR

Jewish Voice for Peace uses grassroots organizing, education, advocacy, and media toward the goal of a lasting peace in the Middle East that recognizes the rights of both Israelis and Palestinians for security and self-determination. JVP has about 100 Bay Area activist members who attend meetings and develop projects and campaigns, as well as new activist chapters in 5 cities across the U.S., over 1000 paid members and more than 20,000 online action alert participants.

JVP is seeking a National Director to provide overall leadership to an organization that is in the midst of a transition from a San Francisco Bay Area based grassroots organization to a national organization with chapters around the country, a national board, and greater visibility. The National Director will be accountable to the Board.

The responsibilities of the National Director are:

Overall Leadership: The National Director will guide the development of this activist-based organization. JVP has a commitment to the leadership and active engagement of its members and to democratic decision-making processes.

Policy and Programs: Participate in a collaborative process

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of setting policies and programmatic priorities with staff, Board, and membership. Oversee campaign and other program work.

Membership Building and Chapter Development: Work to foster and increase the size and commitment of the activist membership, whose efforts are critical to our work. Oversee the development and integration of new chapters into the organization. Promote organizational cohesion.

Internal Management: Hire, supervise and evaluate staff and promote teamwork among both staff and members. Our current staff consists of the Director of Policy and Education and the Director of Communications, with more to be hired as funding permits. Oversee financial management including budgeting, financial projections and cash flow management.

Fundraising: Lead and direct fundraising program in collaboration with the Board and Fundraising Committee. Provide leadership in the development of a diverse funding base, including individual donors and members, foundation grants, chapter-led fundraising activities, and earned income.

This position is based in Oakland, California.
Salary commensurate with experience.

Qualifications:

- Commitment to JVP's mission
- An ability to think strategically
- A strong background in grass-roots activism and political organizing
- A working knowledge of the Israeli-Palestinian conflict, and understanding of the progressive Jewish perspective
- A minimum of 2 years experience in non-profit management, including staff supervision and program development
- A proven ability to raise funds from a broad base of individual donors and members
- Experience with membership-based organizations, and ability to work well with grassroots activists.
- An ability to develop other people's leadership and genuinely collaborate with other staff members

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- The ability to function well dealing with the public on a highly charged political issue.

How to apply:

Please answer the two questions below, using no more than one page total.

- What challenges do you expect JVP might face in transitioning from a Bay Area group to an organization with chapters across the country? How would you address those challenges?
- How would you balance staff and volunteer efforts in carrying out JVP's work? Be specific.

Send your answers along with your resume to <jobs@jewishvoiceforpeace.org>.

Applications preferred by Sept. 18, but job remains open until filled.

Additional Qualifications:

Commitment to JVP's mission

- An ability to think strategically
- A strong background in grass-roots activism and political organizing
- A working knowledge of the Israeli-Palestinian conflict, and understanding of the progressive Jewish perspective
- A minimum of 2 years experience in non-profit management, including staff supervision and program development
- A proven ability to raise funds from a broad base of individual donors and members
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Send your answers along with your resume to <jobs@jewishvoiceforpeace.org>.

Applications preferred by Sept. 29, but job remains open until filled.