



Career Services Newsletter
August 1, 2006
Volume 2, Issue 8

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Job Search Spotlight

Organization Spotlight

Fellowships

Internships

Amnesty International Administrative Internship(s), San Francisco

Amnesty International is a worldwide movement of people who campaign for internationally recognized human rights. Amnesty International's vision is of a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights standards. At the latest count, there are more than 1.8 million members, supporters, and subscribers in over 150 countries and territories in every region of the world. Although they come from many different backgrounds and have widely different political and religious beliefs, they are united by a determination to work for a world where everyone enjoys human rights. For more information on Amnesty International USA please go to <http://www.amnestyusa.org>

The Western Regional San Francisco Office (WRO) of Amnesty International USA (AIUSA) offers internships throughout the year and has 4 sessions [Spring, Summer, Fall, and Winter] from which candidates can apply. Internships are granted for a 12-week period, but longer internship commitments are encouraged. All internships are unpaid. Although our business hours are 9:00 am-5:00 pm, Monday through Friday, our internship program offers flexible hours to accommodate class and work schedules; and, we encourage all who are interested to apply.

The WRO of AIUSA is under the Membership Mobilization Department (MMD). The S.F. Office is always busy with the charge of recruiting new activists, developing the capacity of Amnesty International USA members, and providing our members and the public with the knowledge, resources, skills, and action opportunities to enable them to be effective human rights activists. Our office creates public awareness of Amnesty's work through outreach, public and formal education, and by approaching local and regional media. Our efforts not only enhance and broaden current membership but also lead the organization in reaching out to diverse communities. Interns assist with the planning of events, creating relationships with activists and the community at large, and assisting with the overall support of the office. The work and involvement of interns is an essential resource of the San Francisco Office.

Western Regional Office (WRO) Administrative Intern

Works with AIUSA members in the 13 western regional states to mobilize and educate people, institutions and organizations toward ending international human rights abuses. WRO staff and interns work with our volunteer structures, organize publicity efforts, and public speaking

engagements, and perform outreach to community organizations. WRO interns are involved in the general facilitation of the department's work, but through their involvement they are also offered opportunities to become involved with other campaigns as well, such as Stop Violence Against Women, Economic-Social-&-Cultural Rights, and AIR TORTURE.

Additional qualifications for all internships:

- Self motivated individual. The effectiveness of projects hinge entirely on an intern's own initiative and drive.
- Ability to work independently as well as in a group.
- Strong written and verbal communication skills.
- Experience using Microsoft Office applications.
- Work a minimum of 15 hours per week

General Administrative duties in addition to on-going projects will include:

- Working with Office Administrator to coordinate the day-to-day operations of the San Francisco office.
- Respond to requests from Amnesty International members and the general public for information about A.I. membership and group activities. Check office primary email account and respond to or forward messages to staff as appropriate.
- Answering the phones, responding to general public inquiries, organizing materials, preparing for current local events, and assisting with other office needs.
- Assist Western Region and National Program staff with special projects as needed.

To Apply:

Please forward a cover letter, resume, and writing sample to the contact below.

Please indicate the internship(s) that you are applying for, number of days per week that you will be available for an internship, including start and departure dates. Your writing sample does not have to be of any specific length or on any particular topic. It could be a recently written term paper, news article, etc.

Please submit all of your materials at one time. An incomplete application will not be considered.

APPLICATION DEADLINE AUGUST 21ST

-University Fall Instruction begins after this deadline, as many individuals will opt to use this internship for college credit, applications submitted after this deadline with a letter from an advising Professor will be considered

Please mail, fax or e-mail your materials to:

CONTACT:

Internship Coordinator
Amnesty International USA
350 Sansome St. Suite 630
San Francisco, CA 94104

Fax: (415) 291-8722
wkanarek@aiusa.org

Amnesty International USA is committed to the principle of equal opportunity in education. The organization does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, national origin or ethnicity in the administration of its educational policies or administered programs and activities.

Last updated: July 27, 2006

Correspondence Intern, Women for Women International, Washington D.C.

Founded in 1993, Women for Women International is non-profit, humanitarian organization dedicated to providing women survivors of war with the education, economic and interpersonal tools and resources they need to move from crisis and poverty and into stability and self-sufficiency. We work worldwide with survivors of violence and sustained periods of social and political upheaval. Since its inception, the organization has distributed nearly \$24 million in direct aid and microcredit loans, matched thousands of women with U.S. sponsors, and provided vital technical skills training. The organization has programs in Bosnia, Rwanda, Kosovo, Nigeria, Afghanistan, Iraq, the Democratic Republic of the Congo and Colombia. We are currently opening an office in Sudan.

Women for Women International is currently seeking an intern for its Sponsorship Program within the Institutional Advancement Department. We have 4 full-time or part-time internships available to work directly with sponsors' correspondence.

The Sponsorship Program is a direct, personal, hands-on way for women in the U.S. and over 50 other countries to help women survivors of war. Sponsors are matched with a woman in one of Women for Women International's operating countries. The sponsor provides \$27 in monthly financial support that allows a woman to obtain basic necessities for her family — food, clean water, medicine; pay school-related expenses for her children; begin the recovery process by investing in training; or use the funds as seed capital where groups of sponsored women pool their funds to collectively start a cooperative, support a joint project or start a small business. The sponsor and the program participant also exchange letters, where the sponsor is given the opportunity to provide encouragement and support. A portion of the sponsorship funds are also used to provide each woman with skills training, rights awareness education and other services that help her rebuild her life.

The Correspondence Intern will be facilitating the exchange of letters and emotional support, as well as sending sponsors notifications of their new sisters.

Duties Include:

*Assist in facilitating correspondence, including the following:

*Managing volunteers working with letters.

*Assist with sending sponsors notifications of their new sisters

*Assist in preparing and tracking overseas deliveries to Country Offices.

*Assist in coordinating and overseeing monthly mailing of approximately 3500 letters to sponsors.

- *Assist in processing and screening letters to and from sponsors.
- *Maintain and update letter archive project.
- *Provide administrative and database support to Sponsorship Department.
- *Other duties as assigned.

Qualifications:

- *Experience working in an office environment
- *Interest in women's and/or international issues
- *Experience and comfort with word processing, merge letters and databases, preferably Microsoft Word, Excel and Access
- *Ability to balance multiple tasks simultaneously and meet deadlines
- *Willingness to learn something new
- *Ability to work well with others; flexibility
- *Sense of humor

To Apply for Fall 2006:

Please submit a resume, three (3) references and a cover letter detailing your previous experience and why you would like to work at Women for Women International via e-mail (preferred), fax or regular mail no later than Friday, August 18th to:

Women for Women International
ATTN: Intern Coordinator
4455 Connecticut Ave, NW
Suite 200
Washington, DC 20008
Fax: 202.293.0853

*E-Mail: humanresources@womenforwomen.org

Reference Correspondence Intern in subject line of e-mail applications

Applications will be accepted until Friday, August 18, 2006. Interviews will be scheduled on a rolling basis. Early application is strongly encouraged.

The position will remain open until filled. Applicants will be contacted directly to schedule an interview.

NO CALLS, PLEASE.

Make Trade Fair Intern, Oxfam America, Boston

Trade Team Intern (Fall 2006)
Oxfam America
Boston Office

Please respond by Friday, August 11, 2006

Description: Oxfam America is seeking an energetic and enthusiastic fall Trade Team Intern to work closely with its Trade Team based in Downtown Boston. The intern will support outreach, research, and voter education efforts for Oxfam's campaign related to global trade and domestic trade and agriculture policies, the "Make Trade Fair" campaign. Oxfam America is an international anti-poverty and development organization, whose mission is to create long-lasting solutions to poverty, hunger and social injustice. The internship is between 20 – 40 hours per week and includes a stipend.

The intern will provide organizing, research, and administrative support for one main project: research of targeted campaigns to be used in voter education and Farm Bill reform efforts. The work will divide roughly into 80% research and analysis of targeted campaigns, 10% administrative tasks, and 10% other tasks.

Typical tasks and responsibilities include:

- researching related to the Farm Bill and the targeted Congressional campaigns;
- coordinating logistics;
- packing and shipping materials;
- aiding Oxfam America to be a presence at conferences.

The Trade intern will have the opportunity to gain practical organizing skills, learn about trade, farm policy, and sustainable development issues, and get an inside understanding of campaigning and outreach within an international development agency. The internship offers a friendly work environment with several fellow interns and supportive staff with which to share knowledge, career advice, and workplace mentoring.

Qualifications: The intern should have or be pursuing an undergraduate degree or higher, or have comparable work experience. The intern must have exacting attention to detail; strong writing and communication skills; ability to work well with others; strong organizational skills, professionalism and ability to meet deadlines; interest in furthering knowledge about Oxfam and global trade issues; and high level of personal energy and commitment. Familiarity with Access database and Excel spreadsheets is helpful.

The ideal candidate will be self-motivated, an excellent listener, and a good organizer with a strong commitment to social justice.

Location: This position is based in the Boston headquarters of Oxfam America, at 26 West Street, Boston, MA.

Time Commitment: 20-40 hours/week, September through December 2006

Oxfam America is an equal opportunity employer. Women and people of color are encouraged to apply.

To apply: Please send a resume and brief writing sample (1-2 pages) to:

Elizabeth Carty
ecarty@oxfamamerica.org

Or send hard copy to:
Liz Carty
National Organizer, Make Trade Fair
Oxfam America
26 West Street
Boston, MA 02111

Please respond by Thursday, August 11, 2006

Last updated: July 31, 2006

Editorial Intern, Centre for the Study of Violence and Reconciliation - Johannesburg, South Africa

Centre for the Study of Violence and Reconciliation

Description:

The International Journal of Transitional Justice is pleased to offer an editorial internship to university students with experience in journal publications and a demonstrated interest in the field of transitional justice.

Background: The IJTJ is a new Oxford University Press journal which will launch in March 2007. The journal is housed in the Centre for the Study of Violence and Reconciliation, Johannesburg, South Africa in partnership with the Human Rights Centre, University of California, Berkeley.

Eligibility: Students should be graduate or post-graduate students or recent graduates; must possess native-level fluency in English; have a demonstrated interest and background in the field of transitional justice and ideally have done course work in the field; have experience in working with other journal publications or in publications more broadly. Interns need to be hard-working, dependable, and detail-oriented, and must have good editing and writing skills. Basic computer skills and strong communication and phone skills are a must.

Position Description: The editorial intern will be required to perform numerous tasks including:

research (particularly on the internet); fact-checking; copy-editing; proofreading; assist to compile and maintain a database of peer reviewers; assist to establish the peer review protocol and administration for the journal in addition to performing routine administrative work. The journal is offering internships on an ongoing basis for a minimum period of 3 months from August 2006. The position will be based at the Centre for the Study of Violence and Reconciliation, Johannesburg, South Africa. The position is unpaid and interns will be responsible for arranging their own housing and covering their own expenses.

To Apply: If you would like to be considered, please send a resume, cover letter and writing sample(s), to nvalji@csvr.org.za

In all cases, candidates who are under serious consideration for the position will be notified within two weeks after the deadline; all other applicants should assume they are no longer being considered if they have not been contacted by then. We regret that we cannot acknowledge receipt of individual applications.

Contact Information:

Nahla Valji

Email:

nvalji@csvr.org.za

Apply by:

September 30, 2006

[« Return to Job Board Home](#)

Jobs

Refugee Protection Administrative Assistant, Human Rights First, New York

New York Office

ADMINISTRATIVE ASSISTANT – REFUGEE PROTECTION

Human Rights First works in the United States and abroad to create a secure and humane world by advancing justice, human dignity and respect for the rule of law. We support human rights activists who fight for basic freedoms and peaceful change at the local level; protect refugees in flight from persecution and repression; help build a strong international system of justice and accountability; and make sure human rights laws and principles are enforced in the United States and abroad.

Human Rights First's Refugee Protection Program provides pro bono legal representation to refugees who seek asylum in the United States and advocates for asylum policies that are consistent with international human rights and refugee law standards.

Human Rights First seeks a full time ADMINISTRATIVE ASSISTANT based in its New York office. The Administrative Assistant will provide general administrative support to the staff and director of the Refugee Protection Program, including its pro bono asylum legal representation work. The assistant will have a range of administrative responsibilities, including filing and database entry and maintenance. The assistant will report to the director of the Refugee Protection program.

PRIMARY RESPONSIBILITIES WILL INCLUDE:

- Data entry, updating, maintenance and retrieval, including the entry of new cases and contacts into the database;

- Maintaining, organizing and filing electronic files, hard copy files, correspondence files, legal and policy publications and legal representation files;
- Sending and coordinating correspondence, mailings, and distributions;
- Assisting with financial reports, expenses, foundation reporting, travel arrangements and calendars;
- Contacting volunteer attorneys to obtain updates on asylum cases and coordinating the case closure process;
- Draft summary reports on human rights conditions in clients' countries of persecution.
- Provide Front Desk relief.

START DATE: IMMEDIATE HIRE

SUBMISSION DEADLINE: AUGUST 18, 2006

Additional Qualifications:

THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING QUALIFICATIONS:

- 4 year college degree or associate's degree.
- Strong writing and proofreading skills;
- Advanced-level proficiency and solid, measurable experience in a variety of computer software applications (MS Office XP – especially Internet Explorer, Outlook, MS Word XP. Excel, PowerPoint. CMS, Access);
- Strong organizational, problem-solving, and research skills;
- Efficiency and ability to multi-task while paying attention to detail;
- Willingness to do non-substantive administrative work like filing;
- Fluency in French, Spanish or another language desirable.
- Ability to work with a team.

How to Apply:

SUBMISSIONS (E-mail Preferred):

- Cover letter
- Resume (please do not name your resume resume.doc we are unable to open those documents)
- Names and contact details for three (3) references

TO:

ATTN: HR- Refugee Protection Administrative Assistant
E-MAIL: HumanResources@HumanRightsFirst.org

HUMAN RIGHTS FIRST
ATTN: HR- Refugee Protection Administrative Assistant
333 Seventh Avenue, 13th floor
New York, NY 10001-5004

Please do not send by mail AND email; choose ONE method of delivery. All applicants will be notified of our receipt of application; only selected applicants will be contacted for phone or in-person interviews. NO PHONE CALLS, PLEASE.

HUMAN RIGHTS FIRST IS AN EQUAL OPPORTUNITY EMPLOYER. WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.
www.HumanRightsFirst.org

Job posted on: July 27, 2006

Director, Governance Programs—The Asia Foundation, San Francisco

The Asia Foundation seeks a Director of Governance Programs, to be based in the Foundation's San Francisco headquarters. As a member of the Governance, Law and Civil Society (GLC) Programs Unit, the Director of Governance will provide conceptual leadership and programmatic support for the Foundation's field offices and headquarters staff for programs that seek to improve the effectiveness and responsiveness of governance in Asia. The Foundation's approach to democratic governance programs focuses on the political dynamics of reform, and places a strong emphasis on reforms that are likely to accelerate development through rapid economic growth, and improve the management of intrastate conflicts.

The Director will play a central role in the design of governance-related projects, including preparation of competitive proposals for external funding. Reporting to the Senior Director of GLC, this position will be directly responsible for the following specific program areas: local governance and decentralization, counter-corruption, administrative reform, and legislative development. This person will also work with other GLC

staff in the areas of human rights, rule of law, Islam and development, elections, conflict management, civil-military relations, and media development. The Director will work with other sectoral units and field offices to conduct program assessments, research on policy and governance trends, and act as a resource on governance related issues. This person will also represent the Foundation in areas under his/her oversight to external constituencies, including governments, donors, the academic community, and civil society.

The successful candidate will have a minimum of 6 years experience with an international development organization working on project design, proposal-writing, technical assistance, and/or management of programs that advance effective and responsive governance. Demonstrated track record in one of two areas-either local governance or counter-corruption - highly desired. Experience in analyzing the political dimensions of policy reform in developing countries, and translating this analysis into effective programs for change, preferred. Work experience in Asia or with an international organization operating in Asia preferred. Must be able to play a lead role in the development of governance programs under his/her oversight, while maintaining the overall conceptual approach of the Foundation. Experience in donor relationship management, and proposal writing for USAID, DFID, AusAID, ADB and/or other international development agencies required.

Minimum of a Master's degree or its equivalent in an appropriate field such as political science, international development, international relations, public or business administration, or economics. Must be a team player, and effective at multi-tasking under tight deadlines. Knowledge of Asian political, economic, and foreign policy issues greatly desired. Strong communication and writing skills essential. Knowledge of the programs and operations of The Asia Foundation or similar international development organizations very helpful. The position will also require extensive travel in Asia, and occasional trips to Washington, DC.

Please send resume and cover letter with a maximum five-page writing sample to: Human Resources, The Asia Foundation, P.O. Box 193223, San Francisco, CA 94119-3223; or Fax: 415.956.4857 or email: jobs6@asiafound.org (Reference: DevNetJobs.org)

For more information about The Asia Foundation, please see our website at www.asiafoundation.org. No phone calls please. Recruiting and retaining a diverse workforce is a high priority at The Asia Foundation. The Asia Foundation is an equal opportunity employer. EOE/M/F/D/V. Application Deadline is August 4, 2006.

Program Manager-Sports for Peace and Life, Sudan

[Mercy Corps](#)

Location city: South Sudan

Location country: Sudan

Closing date: 11 Aug 2006

Job Description

PROGRAM SUMMARY:

Mercy Corps has been working in South Sudan since 2004 and is implementing several programs in six regions of southern Sudan. Program activities include civil society capacity building, agricultural livelihoods and nutrition programs, as well as youth programming that focuses on HIV/AIDS awareness and Peace-building.

GENERAL POSITION SUMMARY:

The Sports for Peace and Life Program Manager is a senior management position for Mercy Corps in South Sudan with supervisory and management responsibilities. This position will oversee all aspects of the Sports for Peace and Life program. This program, designed in partnership with southern Sudan's Ministry of Culture, Youth and Sports, will use a proven sports and life skills training methodology to increase the capacity of youth throughout southern Sudan to avert and resolve potential conflict while decreasing their vulnerability to HIV/AIDS. This goal will be achieved through activities at three levels: 1) engagement of youth and community mentors in organized sporting activities; 2) increased exposure of youth to basic HIV/AIDS knowledge and information; and 3) enhanced training of Ministry of Culture, Youth and Sports officials to institutionalize positive youth programming in southern Sudan.

Working throughout southern Sudan's ten states over nine months, Mercy Corps will partner with Ministry officials and experienced trainers from Grassroot Soccer to conduct training of key community mentors (such as teachers and sports coaches) and youth leaders to disseminate positive health messages and to introduce basic conflict mitigation skills to their own communities through integrated sports activities. These groups will replicate the trainings in their own communities in each of the ten states, reinforcing the skills and information through the consistent, positive engagement of youth in sports and community activities.

The program will partner Grassroot Soccer's proven youth and life skills curriculum with Mercy Corps' HIV/AIDS expertise and widespread civil society presence in Sudan, to implement a technically sound and locally-owned program. Building on a successful model of partnership between Nike and Mercy Corps in Liberia, Sudan, and elsewhere, the program will work with Ministry officials to coordinate the delivery of Nike's donation of \$5,823,000 of sporting supplies, uniforms, and equipment for soccer and other sports activities, providing tangible inputs to support healthy competition and tangible evidence of investment in their communities. The program will make an immediate impact through the delivery of sporting goods and rigorous skills training with key community mentors, and will ensure its long-term sustainability through the integrated involvement of southern Sudanese Ministry officials from the earliest stages of curriculum development to final sporting tournaments and media outreach.

KNOWLEDGE AND EXPERIENCE:

MA/S or equivalent in social science, Social Work, Health, international development.

3-5 years' experience or more in international relief and development in a similar role.

Experience with USAID donor requirements as well as private donors and foundations.

History of working effectively and respectfully with host country government, INGO and NGO partners.

Experience and training managing operations in insecure and logistically difficult environments.

ESSENTIAL JOB FUNCTIONS:

Program Management and Representation

Oversee the staffing process and start-up of the program.

Manage and mentor personnel and develop management plans with project staff with a strong focus on building overall staff capacity.

Manage the budget and the timeline to maximize and ensure efficiency, effectiveness and program impact.

Be the primary focal point for coordination with the Ministry of Culture, Youth and Sports regarding this program.

Lead the creation of periodic donor reports and updates on program progress and implementation.

Lead the media outreach of the program, with special assistance from the Information Officer.

Represent Mercy Corps, in coordination with the Country Representative, to government officials, donors and colleague agencies in Sudan and participate and/or facilitate coordination and collaboration with other agencies implementing youth education and similar activities to maximize sharing of lessons learned and tools.

Rapid Assessment and Curriculum Design

Conduct a rapid baseline and needs assessment in two target areas that will inform the adaptation of the curriculum as well as facilitate the final evaluation of program impact, M&E Officer will provide support.

With the Team Leader from Grassroot Soccer and the Ministry of Culture, Youth and Sports, and Mercy Corps International Technical Support Unit, adapt the GRS Life skills and Resiliency curriculum to the Sudanese context and contains HIV/AIDS and peace building messages.

With the Ministry of Culture, Youth and Sports, coordinate with the Ministry of Education and the Ministry of Health and other relevant bodies in the design of the curriculum.

Design with stakeholders the criteria for selection of ToT participants.

Monitoring of Training Implementation

Coordinate and co-facilitate with the GRS Team Leader and a representative from the Ministry of Culture, Youth and Sports first, the curriculum rollout with three GRS Master Trainers, three Mercy Corps Project Officers, and 10 representatives of the state ministries; and second, the initial training of trainers.

Coordinate the logistics for the three training teams as they implement the trainings around the country.

Monitor and manage the training process, with assistance from M&E officer.

Planning and supervision of Product Distribution

Ensure that all aspects of the distribution are managed according to the agreements with USAID/OFDA as well as Nike Go partnerships, the approved work plan, internal Mercy Corps procedures, budget and timeline.

Ensure the sports material is always secure and protected from malfeasance.

Work closely with the Ministry of Culture, Youth and Sports to design and implement a distribution plan with identified groups to facilitate distribution. Review and modify distribution plan with partners.

Ensure community support for program, and minimize conflicts around product distribution.

Design and implement effective monitoring and evaluation systems to capture impact.

Organization of Graduation Ceremonies and Tournaments in Each State.

Organize with Project Officers and Ministry officials (GOSS and State) the organization and implementation of the graduation ceremony and tournament in each state.

Direct the media campaign, with assistance from the information officer, using radio, newspapers, other public outreach, to raise awareness about the tournaments.

Program Close and Evaluation

Manage the collection and aggregation of data, writing of final report.

Manage the final evaluation to gauge program impact and identify lessons learned.

Other:

Other tasks as appointed by the Country Representative.

Organizational Learning

As part of Mercy Corps' agency-wide Organizational Learning Initiative, all team members are responsible for spending 5% of their work time in formal and/or non-formal professional learning activities. Each team member is accountable for proactively attending formal and non-formal trainings, lectures and presentations, as well as staying current with professional publications and resources affecting our work. Outcomes of this initiative include enhanced employee performance, sustained sharing of resources and knowledge among employees agency-wide and effectively creating a dynamic learning organization.

SUPERVISORY RESPONSIBILITY: Three Sports for Peace and Life Project Officers, Three short-term grass root soccer consultants.

REPORTS DIRECTLY TO: Country Representative

WORKS DIRECTLY WITH: Operations Manager and the entire logistics and Admin staff, Finance Manager and staff, M&E Officer, Information Officer, Logistics and HR/Admin staff members Regional Nairobi Office

SUCCESS FACTORS:

Conscientious, with an excellent sense of judgment.

Excellent communication and team-building techniques.

Regional and cultural knowledge and sensitivity.

Ability to thrive in a fast-paced, multi-tasking environment. Demonstrated strong understanding of cultural and social environment in the region, and be able to live and work successfully in those environments.

Willingness and ability to work effectively with a wide variety of people.

Ability to work as part of a team and coordinate with other managers and project personnel.

Computer literate and strong organizational skills.

Proactive, creative, problem-solver.

LIVING CONDITIONS/ENVIRONMENTAL CONDITIONS:

Living conditions are basic in South Sudan. Although conditions and services continue to improve rapidly, the conditions in most sites are basic, sometimes tented, compounds. This position brings with it the difficulties of extensive travel throughout the country. Medical facilities are basic, and tropical diseases including malaria are endemic.

Vacancies Contact

<http://www.mercycorps.org/aboutus/jobs>

Reference Code: RW_6S2R7W-83

Director of Iraq Women's Advocacy Program & Gender Specialist, Iraq

[America's Development Foundation \(ADF\)](#)

ADF is a U.S. nonprofit organization engaged in the international development of democracy.

Location city: Baghdad

Location country: Iraq

Closing date: 30 Sep 2006

Job Description

An Iraq Director of Women's Advocacy Programs is sought for the Baghdad, Iraq office of ADF's USAID funded Iraq Civil Society and Independent Media Support Program (ICSP). The Director is responsible for the Women's Advocacy Program comprised of training, technical assistance and grant activities to Iraqi Civil Society Organizations (CSOs), development of training materials and project work plans, capacity building of Iraqi women's advocacy organizations, organizing conferences and seminars, and related monitoring and evaluation.

On an ongoing basis, ADF/ICSP supports women's advocacy, providing technical assistance to CSOs promoting women's political participation, advocacy, policy development, program implementation, legal enforcement of issues affecting women's rights, legal protections and equal access to public goods and services. Activities include supporting legislation to advance women's rights and supporting CSO advocacy campaigns to promote women as full and equal citizens.

Qualifications: Relevant work experience in the Middle East in gender and women's issues, a minimum of five years of relevant international professional experience, fluency in English, and outstanding written and oral communications skills, is required. Arabic language proficiency is desired.

Vacancies Contact

Email a resume including recent salary history to mmiller@adfusa.org. Put your last name and the position title "Iraq Director of Women's Advocacy Program" in the subject field.

Reference Code: RW_6S3QWS-44

Program Assistant Fighting Discrimination Program, Human Rights First, New York

New York Office

PROGRAM ASSISTANT FIGHTING DISCRIMINATION PROGRAM

Human Rights First works in the United States and abroad to create a secure and humane world by advancing justice, human dignity and respect for the rule of law. We support human rights activists who fight for basic freedoms and peaceful change at the local level; protect refugees in flight from persecution and repression; help build a strong international system of justice and accountability; and make sure human rights laws and principles are enforced in the United States and abroad.

The Fighting Discrimination Program focuses on patterns and practices of violent hate crimes: when ordinary people face assaults because of the color of their skin, because of their real or perceived origins, because they are gay or thought to be gay, because they are disabled, or because they worship in a mosque or synagogue or a "non-traditional" church.

This work to combat racism, antisemitism, and other forms of discrimination is centered upon but not limited to Europe. We focus on systems of monitoring and reporting hate crimes and incidents, the importance of an effective legal framework for the prosecution of hate crimes, and the role of specialized anti-discrimination bodies and hate crimes units in combating

discrimination and the threat of bias crimes.

Human Rights First seeks a Program Assistant for its Fighting Discrimination Program. She or he will report to the Director of Research and will provide comprehensive support for the program, to include advocacy and constituency building and the execution of program activities.

Primary responsibilities will include:

Administrative

- Managing the infrastructure of the department. This requires managing administrative and financial paperwork for the Research Director and the Fighting Discrimination Program, photocopying, coordinating meetings for the Research Director and other members of the program (including volunteers and consultants) and other duties which include but are not limited to:
 - ? Maintaining the calendars for the Research Director and the program.
 - ? Website maintenance and updating.
 - ? Database development and maintenance; program e-mail; faxing and photocopying, mail distribution.
 - ? Coordinating development of e-advocacy capacity;
 - ? Organizing and maintaining electronic and paper files.
 - ? Making travel arrangements and maintaining expense and discretionary budget records for the FD program.
 - ? Providing administrative support for the Research Director.
- Providing Front Desk relief. For a minimum of 1.5 hours per week, greeting visitors to Human Rights First and operating a multi-line switchboard, fielding both external and internal calls. Receipt and routing of packages, faxes, and mail while projecting a friendly, courteous, and efficient image.
- Website Additions and maintenance. Monitoring the Fighting Discrimination web pages and ensuring that they are updated, helpful and error free; Coordinating with other departments the updating of web pages.

Programmatic

- Advocacy support. Monitoring and collating material from anti-discrimination list-serves and related sources; Identifying and describing cases or areas of interest. Liaising with NGO partners.
- Writing. Drafting public information and advocacy materials on selected themes and countries.
- Assisting with editing copy for the web site & intranet. Providing occasional editorial

assistance with documents and reports.

- Research. Providing research assistance.

Additional Qualifications:

THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING QUALIFICATIONS:

- College degree;
- At least 1 year of administrative experience in a fast-paced environment calling for self-motivation, direct involvement in operations, the ability to juggle multiple competing tasks and demands, work as part of a team and show independent judgment;
- A demonstrated interest in international human rights issues and international relations;
- Strong project management capability and experience;
- Excellent writing, editing, proofreading, and communication skills;
- Fluency in English is required and proficiency in French and/or Russian is strongly desirable;
- Advanced-level proficiency and solid, measurable experience in a variety of computer software applications (MS Office XP – especially Internet Explorer, Outlook, MS Word XP, Excel, PowerPoint, CMS, Access);
- Experience with e-advocacy and data management systems is an advantage.
- Strong organizational, problem-solving, and research skills.
- Diplomacy and humor will prove invaluable;

ANNUAL SALARY: Competitive, Excellent benefits.

START DATE: September 2006

SUBMISSION DEADLINE: August 18, 2006

How to Apply:

SUBMISSIONS (Via E-mail):

- Cover letter & Resume (please DO NOT send your resume as “resume.doc” we are unable to open those documents)
- Names and contact details for three (3) references

TO:

HUMAN RIGHTS FIRST

ATTN: HR- Fighting Discrimination Program Assistant

E-MAIL: HumanResources@HumanRightsFirst.org

All applicants will be notified of our receipt of application; only selected applicants will be

contacted for phone or in-person interviews. NO PHONE CALLS, PLEASE.

HUMAN RIGHTS FIRST IS AN EQUAL OPPORTUNITY EMPLOYER. WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.
www.HumanRightsFirst.org

Job posted on: July 28, 2006

Center for Community Solutions, California

Group Facilitator (Bilingual)

SUMMARY: The Group Facilitator is responsible for facilitating anger management and batterers' treatment groups utilizing San Diego County Probation Department approved methodologies.

Monday evenings required.

This position works out of North County Office.

PRIMARY RESPONSIBILITIES:

1. Facilitates anger management and batterers treatment groups.
2. Conducts screenings for potential group members.
3. Ensures that all services provided are accurately and appropriately documented in a timely manner.
4. Completes court documents and related paperwork as necessary.
5. Develops and maintains positive, professional working relationships with all colleagues both within Center for Community Solutions and the community at large.
6. Attends weekly supervision.

SUPERVISOR: Director of North County Services.

HOURS/STATUS: Part-time; hourly. Non-exempt

Additional Qualifications:

- Bilingual (Spanish/English) required.
- Successful completion of a San Diego County Probation Department approved domestic violence training program and required annual continuing education units.
- Master's Degree in counseling or related field or equivalent combination of education and

experience required.

- Understanding of issues related to substance abuse preferred.
- Excellent written and oral communication skills.
- Ability to work with clients and staff of varied backgrounds, educational levels, and ethnic origins. Able to demonstrate cultural sensitivity.

How to Apply:

Please send cover letter and resume to: Center for Community Solutions

Attn: Cori Manthorne
106 South Grape Street
Escondido, CA 92025

OR FAX 760-747-1635

Job posted on: July 28, 2006

Group Facilitator

SUMMARY: The Group Facilitator is an employee responsible for facilitating anger management and batterers' treatment groups utilizing San Diego County Probation Department approved methodologies.

Tuesday and Thursday evenings, and Saturday mornings required.

This position works out of CCS'S East County Office.

PRIMARY RESPONSIBILITIES:

1. Facilitates anger management and batterers treatment groups.
2. Conducts screenings for potential group members.
3. Ensures that all services provided are accurately and appropriately documented in a timely manner.
4. Completes court documents and related paperwork as necessary.
5. Develops and maintains positive, professional working relationships with all colleagues both within Center for Community Solutions and the community at large.
6. Attends weekly supervision.

SUPERVISOR: Director of North County Services.

HOURS/STATUS: Part-time; hourly. Non-exempt.

Additional Qualifications:

- Successful completion of a San Diego County Probation Department approved domestic violence training program and required annual continuing education units.
- Master's Degree in counseling or related field, or equivalent combination of education and experience required.
- Understanding of issues related to substance abuse preferred.

- Excellent written and oral communication skills.
- Ability to work with clients and staff of varied backgrounds, educational levels, and ethnic origins. Able to demonstrate cultural sensitivity.

How to Apply:

Please send cover letter and resume to: Center for Community Solutions
Attn: Cori Manthorne
106 South Grape Street
Escondido, CA 92025

OR FAX 760-747-1635

Job posted on: July 28, 2006

Development Director or Associate, The National Research Center for Women & Families, Washington D.C.

The National Research Center for Women & Families, a nonprofit research and advocacy organization dedicated to improving the lives of women, children, and families, has the following immediate opening:

DEVELOPMENT DIRECTOR OR ASSOCIATE: We are looking for a mid-level or senior fundraising professional, with excellent oral and written communication skills and a commitment to improving the health and safety of women and families. The successful candidate will have excellent interpersonal skills and a successful track record of raising substantial funds from foundations, federal agencies, and/or corporations. At least 3 years experience raising funds for research, policy, or advocacy organizations is preferred. Salary commensurate with experience + generous benefits. Can be part-time or full-time but must be at least 30 hours/week onsite.

Additional Qualifications:

How to Apply:

Qualified applicants should send a resume and cover letter describing how your interests fit with our work. Materials can be sent via e-mail as a Word document to dz@center4policy.org . We are located in Washington, DC at 17th and K. For more information, please see our website at <http://www.center4research.org>

Job posted on: July 28, 2006

Middle East Program Officer, International Peace Academy - New York, NY

International Peace Academy (IPA)

<http://www.ipacademy.org/AboutIPA/AboutIPA.htm>

Description:

Program Officer – Middle East

IPA is an independent, international institution dedicated to promoting the prevention and settlement of armed conflicts between and within states through policy research and development. Its Middle East Program is implemented under the overall guidance of IPA President Terje Rød-Larsen, a former and current senior United Nations official intimately involved in the Middle East peace process and in UN engagement in the broader region. Middle East program activities focus on lending support to the Middle East peace process through policy research and development, high-level dialogue and broader workshops and seminars, but also respond to wider needs and trends in the region.

The International Peace Academy (IPA) is seeking a Program Officer to support the work of its Middle East Program. The Program Officer reports to the head of the program and performs the following duties:

- Research assistance and substantive support;
- Administrative and logistical support to program activities;
- Responsibility for monitoring the program's budget;
- Engagement in independent, supervised research;
- Development and implementation of additional program activities;
- Perform other duties as required.

To apply for this position, please send a cover letter with curriculum vitae/resume, contact information for three professional referees, and a short writing sample (max. 5 pages) to: employment@ipacademy.org.

Please write the “Program Officer – Middle East” in the subject line of your e-mail and attach only MS Word or Adobe PDF files. Do not compress files as all zipped files will be deleted and unread. No telephone or faxed inquiries.

Application materials are not returnable. Only short-listed candidates will be contacted. The position will be filled as soon as a successful candidate is identified.

Qualification:

The successful candidate will have:

· Master's degree in international relations, political science, Middle East studies, or a related field · 1-2 years of relevant work experience in public policy, policy research and development, and/or program management and administration in a national or international governmental or non-governmental organization · Demonstrated knowledge and experience of - the Arab-Israeli conflict and the Middle East peace process, - issues related to conflict, post-conflict transition, and peace-building in the region, - issues of (political and/or economic) reform and democratization in Middle Eastern and Muslim societies and states, and/or - issues relevant to the United Nations and its engagement in political mediation, conflict prevention, and peace-building. · Analytical and research skills and writing capabilities · Organizational skills, ability to communicate and function effectively as part of a team · Ability to perform well in a fast-paced, high-pressure, multi-cultural work environment · Knowledge of relevant regional languages and/or official UN languages and field experience would be an asset.

We offer a competitive salary commensurate with qualifications and experience. IPA also provides medical, dental and vision coverage as well as life and travel insurances amongst other benefits. IPA is an equal opportunity/affirmative action employer, and strongly committed to hiring and retaining a diverse and internationally representative staff.

Phone: 212-225-9600

Email: employment@ipacademy.org

Apply by: August 20, 2006

Immigrant and Refugee Coalition Coordinator, Boston

The Immigrant and Refugee Coalition Coordinator will be responsible for overall coordination of the Coalition; a Boston Foundation funded collaboration of non-profit agencies that provide services to Asians and other immigrant/refugee groups. The Coordinator is responsible for providing overall coordination, planning and administration of the Coalition by supporting the core members and the community members to provide coordinated and effective intimate partner violence and sexual assault services for the Asian and other immigrant/refugee communities.

AA/EOE Members of minority groups, disabled individuals or survivors of domestic violence are encouraged to apply.

Additional Qualifications:

Two years experience in related field or relevant education preferred. Experience working with Asian and/or immigrant/refugee communities. Strong relationship building and communication skills. Coalition building and/or community outreach experience preferred. Good writing skills and strong public speaking skills a must.

How to Apply:

Please send, fax or email cover letter and resume to: Brenda Chin, ATFADV, P.O. Box 120108, Boston, MA 02112, fax 617-338-2362 or brenda@atask.org

Job posted on: July 31, 2006

Senior Consultant , Community Wealth Ventures, Washington D.C.**Position Summary:**

Each Senior Consultant is a key member of the Community Wealth Ventures consulting staff, providing business-focused technical assistance to a variety of nonprofit clients. The primary focus of this position will be to act as a co-leader of a city-based Collaborative project, managing all aspects. In addition, Senior Consultants also provide consulting assistance and workshop facilitation to individual clients as needed.

Responsibilities:

- Providing customized, business-focused consulting and strategy development assistance to a group of nonprofits that are launching business ventures.
- Coaching nonprofit executives as they lead their organizations through significant change initiatives.
- Planning and leading monthly meetings with senior management of several nonprofit leaders. Responsibilities include developing curriculum, teaching key business concepts, and facilitating exercises and case studies.
- Managing key funder relationships in conjunction with the Director of Collaborative Projects.
- Conducting community presentations to educate nonprofits about social enterprise and to generate interest in both CWV and the Collaborative project.
- Managing an application process to select appropriate nonprofits to participate in the Collaborative project.
- Developing strategies to deepen key stakeholders' understanding of and commitment to social enterprise.
- Sharing knowledge and lessons learned with other CWV staff and clients.

The Organization:

Community Wealth Ventures (CWV) provides consulting services to nonprofits, foundations, and corporations to build their capacity and leverage their assets to create sustainable social and financial wealth. Founded in 1997, CWV is a wholly-owned subsidiary of Share Our Strength, and profits generated from CWV's consulting support Share Our Strength's anti-hunger mission. In this sense, CWV is an example of what we teach our clients is possible.

CWV's expertise involves helping nonprofits identify, plan, and execute earned income business ventures and corporate partnerships. We have worked with more than 100 nonprofit organizations as they have considered and launched these types of ventures and partnerships. Currently CWV has 12 staff members, all based in its Washington, DC office.

Additional Qualifications:

Qualifications:

- 5-7 years of business consulting or comparable experience
- MBA or other advanced management degree is a plus
- Proficient at developing and articulating logical solutions to business challenges
- An excellent public speaker and meeting facilitator
- Able to build strong, trusting relationships with nonprofit clients
- Skilled at conducting market research where necessary
- Collegial and collaborative in working with CWV coworkers
- Demonstrated commitment to social change
- Optimistic, energetic, and passionate

Salary and Benefits:

Salary is commensurate with experience. Which means, our salary range is below that of a typical for-profit management consulting firm, but well-paying for the nonprofit sector.

Community Wealth Ventures offers a comprehensive benefits package, including life insurance, health insurance, dental, LTD, STD, 401K, commuter benefits, and FSAs.

Location:

This position is based in Washington, DC and involves frequent travel to client sites.

How to Apply:

To Apply:

Please send resume, cover letter and salary requirements to: jobs@communitywealth.com

For more information, please visit <http://www.communitywealth.com> .

Job posted on: July 31, 2006

Alumni Relations Coordinator (Peace Studies), Rotary International, Illinois

Founded in 1905, Rotary International is the world's first international association of service clubs. Headquartered in Evanston, Illinois, this non-profit association provides humanitarian service to organizations and communities worldwide.

The Alumni Relations Coordinator (Peace Studies) is responsible for helping to implement an effective alumni program under the direction of the Alumni Relations Supervisor, concentrating

on promotion of alumni from the Rotary Centers for International Studies in peace and conflict resolution and the Rotary Peace and Conflict Studies programs. This position will also support Rotary Foundation alumni coordinators, with a focus on alumni networking and events.

The Alumni Relations Coordinator will spend 2/3 of their time on Rotary peace program duties and 1/3 of their time on general alumni relations matters.

Specific Duties:

Related to Rotary World Peace Fellow Alumni:

- Provide specific program support to Rotary World Peace Fellow alumni
- Support District Rotary World Peace Fellow Subcommittee Chairs
- Track all Rotary World Peace Fellow alumni and update Alumni Database and Web site as needed.
- Produce e-newsletter for Rotary Centers alumni
- Produce Rotary World Peace Fellows alumni brochure and other materials
- Plan Rotary World Peace Fellow regional alumni events and annual symposia
- Help develop Rotary World Peace Fellow Alumni Chapters around the world
- Develop a strategy to liaise with grass-roots Rotary Peace Fellow Alumni networks

Related to General Alumni Relations:

- Assist with maintaining an overall alumni relations strategy for The Rotary Foundation
- Provide specific program support to Rotary Peace and Conflict Studies Program Participant alumni
- Assist the Alumni Relations Supervisor in implementation of mailings
- Assist in overall promotion of alumni activities
- Assist with the planning of alumni events
- Serve as a liaison with the International Meetings Division
- Respond to requests for alumni information
- Re-establish ties with lost alumni
- Provide statistical information concerning alumni as needed
- Assist with maintenance and reports from the Alumni Database
- Manage alumni pages of Rotary Web site

Requires a Bachelors degree (international experience preferred) along with study/work abroad experience; 2-3 years experience in a large college or university alumni advancement office or other volunteer service organization preferred. Must have experience with event planning. Rotary World Peace Fellow or Peace and Conflict Studies Program Participant alumnus preferred, but not required

Competitive salaries & comprehensive benefits including tuition reimbursement & 401K. Visit our careers website: <http://careers.rotary.org/> to view a detailed description of this position and APPLY ONLINE (NO phone calls). Only those candidates we wish to interview will be contacted. EOE

Additional Qualifications:

How to Apply:

Visit our careers website: <http://careers.rotary.org/> to view a detailed description of this position and APPLY ONLINE (NO phone calls).

Job posted on: July 31, 2006