



Career Services Newsletter
June 23, 2006
Volume 2, Issue 1

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Job Search Spotlight

Organization Spotlight

Fellowships

Fenton Communications Fellowship – Washington, DC Office

Fenton Communications is one of the leading public interest PR firms in the country with offices in New York, Washington, DC, and San Francisco. We develop and execute strategic media campaigns across a wide range of issue areas, including environmental, public health and social justice issues such as global warming, environmental toxins, sustainable energy, violence prevention, and women’s rights. This exciting opportunity, which will start late summer/early fall, has growth potential, is for those interested in pursuing a career in progressive communications, and will allow the successful candidate to work for, learn from and be mentored by experienced professionals.

The Fellows are responsible for various media, administrative and research activities for assigned clients. Essential responsibilities include but are not limited to:

- Building media lists and maintaining media database
- Compiling and coordinating mailings of press packets, sign-on letters and other materials
- Monitoring media coverage and conducting research via Lexis-Nexis and Internet
- Compiling, producing and distributing summaries of media coverage for clients
- Managing media clipping and monitoring services accounts
- Researching and maintaining files on publicity-related tools, products and services
- Assisting account staff as required with:
 - Press conferences, telepress conferences and other events
 - Pitch calls
 - Client correspondence
- Assisting receptionist with light reception duties as required

No phone calls please.

Women, people of color and LGBT candidates are strongly encouraged to apply. Fenton Communications is an Equal Opportunity Employer.

Additional Qualifications:**How to Apply:**

To apply: Send resume, cover letter, 3 writing samples, 3 references to our Washington, DC office, attention Hiring Committee-Fellows, Fenton Communications, 1320 18th St NW, Fifth Floor, Washington, DC 20020. Fax: 202.822.4787. Email as attachment (Microsoft Word or PDF) only to fellows@fenton.com.

Job posted on: June 21, 2006

Internships

Fall Violence Against Women Research Internship: New York, NY

The Research Department at Amnesty International USA is currently seeking both legal and non-legal interns with a strong background and interest in women's human rights to work on several US-based research projects. These research projects are currently being developed as part of AIUSA's campaign to stop violence against women and will cover such issues as violence against Native American women and access to housing for domestic violence survivors in the United States. The Research Department will also be working on several new reports during this time period which may or may not involve violence against women issues. Applicants with strong backgrounds in Domestic Violence, Housing or Native American issues in particular are encouraged to apply.

A commitment of three months is preferred on either a full or part-time basis. Part-time denotes no less than 20 hours per week with 14 to be worked on consecutive days. All internships are unpaid.

We are seeking an intern who possesses the following:

- ? Enthusiasm and understanding of Amnesty International's work
- ? Knowledge or understanding of Domestic Violence in the United States, Native American issues and international law, in particular, familiarity with the International Covenant on Economic, Social and Cultural Rights.
- ? Sound research skills
- ? Demonstrated ability to gather and analyze information from a wide range of sources and use the information as appropriate
- ? Ability to work independently as part of a team
- ? Excellent communication skills
- ? Demonstrated ability to work on a range of projects under tight deadlines and to plan accordingly
- ? Demonstrated ability and appreciation for the need for high standards of accuracy and attention to detail
- ? Previous office experience and/or practical experience preferred

Candidates must currently be enrolled in undergraduate or graduate program or have completed higher education. All application materials must be submitted by July 21, 2006.

Please complete Internship Applications Form in full, observing instructions for completion and

send with resume and cover letter as soon as possible. Application forms can be found under the heading for this internship on the AIUSA internship posting page at:

<http://www.amnestyusa.org/activism/internships.do>

Please note, applications must be submitted with a fully completed application form in order to be considered. Cover letter and resume are not substitutes. We will be reviewing applications on a rolling basis hence early application is advised.

Please send completed applications to:

Justin Mazzola
Research Department
Amnesty International USA
5 Penn Plaza, 16th Floor
New York, NY 10001
Fax: 212.627.1451
Email: jmazzola@aiusa.org

Amnesty International is an Equal Opportunity Employer. Women and minorities are strongly encouraged to apply.

Last updated: June 22, 2006
Campaign Intern

Campaign Intern, America's Impact, Washington D.C.

GOOD LEADERS MAKE A WORLD OF DIFFERENCE

Americans and our elected leaders can and should use our power to make a positive global impact. America's Impact – a political action committee working to build a donor network – gives concerned Americans the tools and information to support leaders committed to use our power for positive change. Our greatest challenges to future progress call for pragmatic leaders, strong global partnerships, and principled standards.

AMERICA'S IMPACT 2006 CAMPAIGN PROGRAM:

America's Impact seeks a campaign intern for the fall of 2006 to work on the 2006 Campaign Program. America's Impact 2006 Campaign Program will:

- Identify and advertise candidates and members of Congress who are leaders in:
- Effective Security & Strong Partnerships
- Global Health Solutions & Technology
- Protect and Promote Human Rights
- Help Women and Children Thrive
- Poverty Reduction & Development Opportunities
- Sustainable Energy Sources & Environmental Protection
- Give concerned Americans tools, resources and information to make an impact

- Communicate timely messages about leadership on important issues

2006 Campaign Intern will research campaigns, candidates, and relevant policy issues regarding the upcoming 2006 Congressional Election and is responsible for tracking congressional races, news and legislation. You will research candidates and make recommendations of which ones are worthy of support. You will also be responsible for maintaining the candidate database and congressional scorecard. Applicants should have a deep interest in politics, especially political campaigns. You must be proficient with Excel and have good writing skills. As you will be in contact with various political campaigns, good communication skills are required as well. University credit available.

APPLICATION INSTRUCTIONS:

Please submit a cover letter and resume via email to Ginny Hunt at info@americasimpact.org. You can visit <http://www.americasimpact.org> to learn more about the mission of America's Impact and our 2006 campaign. Please direct all additional questions to the above email address or call 202-463-0184.

Last updated: June 21, 2006

Internship, Center for International Policy, Washington D.C.

Description:

Founded in 1975 in Washington, D.C., the Center for International Policy is a nonprofit organization promoting a U.S. foreign policy reflective of democratic values. Through research, education, and direct public advocacy, CIP works to define and put into practice a more sympathetic, farsighted, and non-militaristic approach to the developing world.

Internship candidates should have excellent writing, research, computer (Microsoft Office, Dreamweaver, Internet), and communication skills, and should be dedicated to CIP's mission and projects. At least four full days are required and internships are done on a voluntary basis only.

Areas of interest:

Asia
Central America
Cuba
Demilitarization of Latin America/Colombia
Development/Fundraising
National Security
Global Financial Flows

Application Process:

Required:

1. Cover letter including the following information:

- any special skills you would bring to the internship
- the dates you are available to work and for how many hours you can work each week
- any language skills
- where you learned about our internship opportunities
- an acknowledgment that the internship is unpaid
- your preferred program(s) of these: Fundraising/Development, Colombia, Central America, Cuba, Global Financial Flows, Asia, National Security (descriptions can be found on our website, <http://www.ciponline.org> . Please name all programs in which you would be willing to work.

2. Résumé including references

Optional:

Short writing sample - 3-5 pages, content should be relevant.

Transcript(s) - may be unofficial, and may come separate from or later than the rest of your materials.

Recommendation letter(s) - may come separate from or later than the rest of your materials.

Send applications to:

Abigail Poe
Internship Coordinator
Center for International Policy
1717 Massachusetts Ave. NW, Suite 801
Washington, DC 20036-4000

fax: (202) 232-3440

email: abigail@ciponline.org

Last updated: June 21, 2006

Drug Policy Intern, Drug Policy Alliance, New Mexico

Drug Policy Alliance is the nation's leading non-profit organization working to reform our nation's failed drug policies. DPA's mission is to advance those policies and attitudes that best reduce the harms of both drug misuse and drug prohibition. Our work is grounded in the principles of harm reduction, an approach that seeks to minimize the negative consequences of both drug use and drug policies.

DPA of New Mexico is seeking college interns for the fall semester. Interns will have an opportunity to work on a variety of policy and education projects, work behind the scenes at a policy non-profit, and attend numerous meetings and some conferences. Get the chance to assist

in initiatives designed to advance drug policy reform in New Mexico, including research, policy development, advocacy, and general public and stakeholder education. Administrative work is required. Work in a fun, collaborative, and learning environment. Visit our website at <http://www.improvenewmexico.org> to learn more about our work. To apply, please email your resume and letter of interest to nm@drugpolicy.org

Position open until filled.

Last updated: June 21, 2006

Global Trade Watch Internship, Public Citizen, Washington D.C.

Global Trade Watch is part of Public Citizen, the national environmental and consumer organization founded by Ralph Nader in 1971. Global Trade Watch monitors Congress and international institutions and fights for trade and other economic policies that promote a healthy environment, consumer protection and government and corporate accountability.

DESCRIPTION: Interns are an integral part of the Global Trade Watch team. A Global Trade Watch internship can include research assistance, assisting with grassroots organizing, media outreach, and working with U.S. and international nongovernmental organizations. Interns are also likely to assist lobbying efforts and attend Congressional hearings. All interns are expected to do administrative support work, but they are generally assigned to specific projects according to their interests and qualifications, and often have the opportunity work closely with staff on these projects. Applicants fluent in Spanish are especially encouraged to apply, as we do a great deal of grassroots work with Spanish-speaking organizations.

QUALIFICATIONS: Research, writing and computer skills necessary. Prior study and/or interest in the environment, international trade, globalization, economics, law/pre-law, and/or social justice desirable, as well as an awareness of current events. Familiarity with office procedures helpful.

CAPABILITIES: Well organized and willing to learn; ability to work on a team, perform well under pressure, and adapt to rapidly changing situations.

CONDITIONS: Walking two flights of stairs and several blocks to and from congressional offices. Nonsmoking workplace.

EXPECTATIONS: We prefer that interns be able to work a minimum of 30 hours a week, but will make accommodations for exceptional applicants. Our internships generally follow the academic calendar (beginning and ending with each semester,) but there is some flexibility within that. We request a least an 8-week commitment, though interns may request to remain longer than one semester.

COMPENSATION: All internships are UNPAID, though academic credit can be arranged.

PLEASE NOTE: We are currently seeking interns for Fall 2006.

TO APPLY: We accept applications on a rolling basis. Send resume and cover letter and a brief writing sample to:

Intern Coordinator
Global Trade Watch
215 Pennsylvania Ave. SE, 3rd floor
Washington, D.C., 20003
Or fax to: (202) 547-7392, or email: padler@citizen.org.
(No phone calls, please.)

Public Citizen strongly urges people of color to apply for all staff positions

Last updated: June 21, 2006

Internships, The Atlantic Council of the United States, Washington D.C.

The Atlantic Council of the United States would like to announce its John A. Baker Internship Program in Washington DC for Fall Semester, 2006.

Positions Open: The John A. Baker Internship Program offers ten to fifteen volunteer (unpaid) positions during the fall, spring, and summer academic terms. Interns assist with Council projects, attend briefings and seminars, and complete an independent research project. These positions require a strong interest in international affairs, business, and/or education. Applicants should possess some administrative or office experience, as well as work in scholarly research. Course credit may be arranged through the student's academic institution.

Purpose and Activities: Founded in 1961, the Atlantic Council of the United States is a non-profit public policy center that promotes constructive leadership and engagement in international affairs based on the central role of the Atlantic community in meeting the challenges of the 21st century. A national and non-partisan organization, the Council actively engages the U.S. executive and legislative branches, the national and international business communities, academia, the media, and diplomats and other foreign leaders.

To apply, please send a résumé and academic transcript (official, or un-official), a brief writing sample (5 pages maximum), two letters of recommendation (either professional or academic), and a short cover letter (including your dates of availability) to:

Internship Coordinator
The Atlantic Council of the United States
1101 15th Street, NW, 11th Floor
Washington, D.C. 20005
Fax: 202-463-7241

Deadline for the Fall 2006 internship is June 30, 2006. Attached is a flyer for the program, please distribute with your students. Please feel free to contact me at 202-778-4962 or Internships@acus.org.

Juvenile Justice Policy Intern, Campaign 4 Youth Justice, Washington D.C.

The Campaign 4 Youth Justice (C4YJ) is a national campaign dedicated to ending the practice of trying, sentencing and incarcerating children under 18 in the adult criminal justice system.

The goals of the campaign are to: (1) Raise awareness about the negative impact of prosecuting children in the adult criminal justice system and incarcerating children in adult jails and prisons; (2) Reduce the number of children who are tried and sentenced in adult court and incarcerated in adult jails and prisons; (3) Decrease the harmful impacts of trying children in adult court; and (4) Promote research-based, developmentally appropriate rehabilitative programs and services for youthful offenders.

The Campaign 4 Youth Justice is now accepting applications for its internship program. Interns are accepted on a rolling basis throughout the year. We accept interns for both the fall or spring semester, or for the entire academic year, or for the summer. All applicants are required to submit a cover letter detailing why they are interested in an internship with the Campaign 4 Youth Justice, a resume, and a writing sample. The cover letter should also include all contact information: current address, phone and fax numbers, and email address.

We seek interns interested in being introduced to the “nuts and bolts” of juvenile justice reform work and issues. This may include everything from poring through government reports, statistics, records, and data to working on the communications strategy associated with a state-based campaign/ initiative or analyzing legislation with clear policy implications. The intern may also be required to assist the staff with internet based research in the field of juvenile justice. We are committed to creating a fulfilling and rewarding internship experience and view this as a partnership between our organization, students, and educators. In addition to performing some basic administrative functions for the organization, interns will also be expected to attend meetings with senior staff as appropriate and to support the Campaign’s strategic initiatives. Each intern will be expected to make a final presentation on their project(s) to the organization at the end of their internship in addition to fulfilling the educational requirements of their respective advisors.

Last updated: June 21, 2006

Jobs

Program Support Manager, Center for Conflict Management, Georgia

College of Humanities and Social Sciences

Position Responsibilities:

This position will provide support for the mission and goals of the Center for Conflict Management (CCM), and its professional and educational activities. The employee will serve as the training coordinator for the

various CCM programs and projects; represent CCM in activities involving community outreach, business, and educational and private institutions; assist the CCM Director with the development and implementation of new training programs; create and oversee the publication of any presentations and training materials; assist Director with manuscript editing; assist with special projects, including research proposal writing as needed; and perform other related tasks as required. Will coordinate with the Master of Science in Conflict Management Program as needed. Incumbent must be flexible in work scheduling to cover office hours and responsibilities.

Minimum Requirements:

Applicants must have a Master's degree (an advanced degree in Conflict Management is preferred) and 2-5 years experience in conflict management, mediation, facilitation, alternative dispute resolution, or fact finding; experience in curriculum writing, grant writing, program development, and training in an academic and professional environment; experience in public speaking, interviewing, data collection, surveying and working with survey software is preferred. The successful candidate will be a self starter with effective time management, organizational and entrepreneurial skills, managing multiple tasks, with minimal supervision in a fast paced environment. Exemplary interpersonal and communication skills, with the ability to successfully interact with a diverse population, as an individual and with others as part of a team, are a MUST. Previous experience with Microsoft Office, including Word, Excel, PowerPoint, and Publisher is desired.

Compensation:

\$34,680 annually

Application Deadline:

By 5 P.M. on June 21, 2006

Application Procedure:

Only applicants selected for interviews will be contacted

Submit a letter of interest for this position and an updated application to the:

Kennesaw State University
Department of Human Resources
ATTN: Prog Supp Mngr - Center for Conflict Management
1000 Chastain Road , Mail Drop #3504
Kennesaw , GA 30144-5591

Policy Statement:

AA/EEO. Kennesaw State University, a member of the University System of Georgia. Employment is subject to successful completion of a Criminal Background Check and continuation of state funding. Georgia is an Open Records State.

Questions or Comments? Send e-mail to HR@kennesaw.edu
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America's Development Foundation

Chief of Party – Haiti JOBS Program

America's Development Foundation (ADF), a U.S. nonprofit organization engaged in the development of democracy international, seeks candidates for Chief of Party (COP) for its USAID More Employment and Sustainable Livelihoods (JOBS) program in Haiti. This position is contingent upon receipt of funding. The four-year, \$89 million JOBS program is designed to create jobs and build infrastructure identified and prioritized with active participation of local government and community representatives. The program will take place in urban and peri-urban neighborhoods in five of Haiti's "hot spots": Port-au-Prince, Gonaives, St. Marc, Petit Goave and Cap Haitian. JOBS must be flexible enough to respond effectively to rapidly evolving conditions in these areas. The program is a critical piece of USAID's cross-cutting Conflict Mitigation and Management (CMM approach) and a key contributor to achievement of its Employment and Livelihood strategic objective.

The COP will direct all aspects of program implementation, meeting project objectives, budgets and time frames. **QUALIFICATIONS:** S/he must have prior COP and relevant experience in developing countries undergoing difficult transitions. Successful candidates will have demonstrated managerial, administrative, reporting and representational skills; working experience in Democracy and Governance (D/G) and infrastructure or jobs creation programs; and fluency in English and French. Strong skills in results management and experience in performance and results monitoring and reporting for projects with a great detail of detail being tracked is required. Some knowledge of Haitian Creole is preferred. **Preferred background:** Previous experience working with USAID, including monitoring and reporting project finances, expenditures and grants; previous field experience implementing community mobilization, jobs and infrastructure activities in transitional and/or post-conflict states; demonstrated ability to working with local organizations as partners, ability to supervise host country project staff in dynamic environments; proven ability to establish and maintain high-level professional working relationships with USAID technical or contract staff, and institutional counterparts; and solid written and oral communications skills. To apply: e-mail a complete chronological resume or CV to mmiller@adfusa.org. Place your last name and the title, "COPHaitiJOBS" in the subject field. Electronic resumes may be supplemented with copies mailed to Recruitment, America's Development Foundation, 101 N. Union St., #200, Alexandria, VA 22314-3231.

Director of Monitoring & Evaluation Director – Haiti JOBS Program

America's Development Foundation (ADF), a U.S. nonprofit organization engaged in the development of democracy international, seeks candidates for Director of Monitoring & Evaluation (M&E) for its USAID More Employment and Sustainable Livelihoods (JOBS) program in Haiti. This position is contingent upon receipt of funding and is based in Port-au-Prince. The four-year, \$89 million JOBS program is designed to create jobs and build

infrastructure identified and prioritized with active participation of local government and community representatives. The program will take place in urban and peri-urban neighborhoods in five of Haiti's "hot spots": Port-au-Prince, Gonaives, St. Marc, Petit Goave and Cap Haitian. JOBS must be flexible enough to respond effectively to rapidly evolving conditions in these areas. The program is a critical piece of USAID's cross-cutting Conflict Mitigation and Management (CMM approach) and a key contributor to achievement of its Employment and Livelihood strategic objective. This is a skilled, senior level position of a complex nature with considerable independence for the execution of data monitoring systems and evaluation. The Director of M&E will establish and direct decentralized systems to support the monitoring, evaluation and reporting on program implementation and results. This will include using sophisticated electronic data management, designing data collection and analysis tools and procedures, training staff and ensuring that all data is disaggregated by relevant factors. **QUALIFICATIONS:** S/he must have prior M&E and relevant experience in developing countries undergoing difficult transitions. Successful candidates will have extensive experience in monitoring, evaluation and information management systems. Fluency in English and French is required, and some knowledge of Haitian Creole is preferred. Candidates should have solid written and oral communications skills. To apply: e-mail a complete chronological resume or CV to mmiller@adfusa.org. Place your last name and the title, "COPHaitiJOBS" in the subject field. Electronic resumes may be supplemented with copies mailed to Recruitment, America's Development Foundation, 101 N. Union St., #200, Alexandria, VA 22314-3231.

***The European Centre for Conflict Prevention (ECCP), Netherlands,
International Secretariat, Global Partnership for the Prevention of
Armed Conflict (GPPAC)***

International Steering Group Liaison and Africa Regional Coordinator (32 hours per week)

Starting Date: 17 July 2006

Application Deadline: ASAP and not later than 23 June 2006

Contract Duration: 12 months

Location: ECCP office in The Hague, Netherlands

Gross Monthly Salary: based on experience, starting at € 2289 (based on a 38 hour work week)

The European Centre for Conflict Prevention (ECCP) is involved in an international programme on the Role of Civil Society in the Prevention of Violent Conflict. This programme is embodied in the Global Partnership for the Prevention of Armed Conflict network, which is facilitated by the International Steering Group (ISG) of the Global Partnership for the Prevention of Armed Conflict (GPPAC) and the day to day tasks are fulfilled by the ECCP in its function as International Secretariat. GPPAC is a world-wide civil society-led network building a new international consensus on peacebuilding and the prevention of violent conflict. The network

aims to strengthen civil society networks for peace and security by linking local, national, regional and global levels of action and effective engagement with governments, the United Nations (UN) system and regional organisations. This, in turn, strengthens capacities for peace and justice. The Global Partnership was established in 2002 in response to UN Secretary-General Kofi Annan's 2001 report *Prevention of Armed Conflict*, in which he urged civil society to organise its role in the field. GPPAC builds on decades of prevention, resolution and peacebuilding work throughout the world and is organised through fifteen regional networks, each of which has developed an action agenda to reflect regional principles and priorities. To date, thousands of civil society actors have been involved in these processes. In July 2005, the first phase of the Global Partnership was concluded with the Global Conference "From Reaction to Prevention: Civil Society Forging Partnerships to Prevent Violent Conflict and Build Peace", organised at UN Headquarters, in collaboration with the UN Department of Political Affairs.

The ECCP is looking for one individual to fulfil two functions: ISG Liaison and Regional Coordinator Africa. An ISG Liaison supports the ISG and the network, with a special emphasis on liaising between the Secretariat and the 15 GPPAC regions. The Liaison mainly communicates with different members of the network and provides impetus toward building the network, especially in regard to bi-annual ISG meetings. An Africa Regional Coordinator is responsible for and/or involved with all GPPAC and ECCP activities with reference to the Continent including continued fundraising for and further development of the second Searching for Peace in Africa project.

Responsibilities and tasks as ISG Liaison

- Liaising between ECCP and the GPPAC International Steering Group (ISG)
- Responsible for the co-organisation (logistics and content) for ISG meetings
- Responsible for steering and developing the 3 focus areas (structure and governance, capacity building and collective action) of the GPPAC Network Building sub-programme

Responsibilities and tasks as Regional Coordinator Africa

- Build on and sustain links with civil society actors and networks in Africa
- Assist and/or co-organise meetings and seminars with regional partners on programme related issues
- Responsible for (financial) management of regional programmes (budgeting, contracts with partner organisations, budget control, monitoring, reporting to donors)
- Fundraising for regional programmes
- Project and organisational management responsibilities as member of the Management Team

Applicant Profile: An individual committed to conflict prevention and peacebuilding, demonstrating:

- Education: University Master's degree preferred in the field of conflict prevention and peace studies
- Work experience: Minimum of 5 years of working experience in activities related to supporting civil society organizations in relevant field (capacity building), preferably with network organizations, work experience in Africa is preferred; experience working with local partners; experience in organizing seminars and workshops; experience in fundraising; experience in general management of project portfolios and organisations

- **Knowledge:** Knowledge of theories relevant to conflict prevention, development and humanitarian assistance; conversant in the context, opportunities and challenges of conflict prevention and peacebuilding in Africa; knowledge about key-organisations working for peace in Africa.
- **Languages:** Fluent in English, preferably also French.
- **Skills:** outstanding English communication skills within organisational, interpersonal and intercultural environments; exceptional networking skills, able to establish and maintain a professional network of appropriate contacts thereby building inter-personal and inter-institutional relationships; shows initiative; excellent communication and listening skills, proven writing and editing skills; strong project management skills including financial management and the ability to plan and systematize work well; planning, monitoring and evaluation skills; facilitation skills; ability to reconcile interests and points of view; computer literacy
- **Competences:** cross-cultural awareness; result focus; learning focus; tactical; coaching and developing others, developing relationships; context awareness.
- ***Must be an EU passport holder!***

For more information or to apply, please send your CV, cover letter to:

Adriana Franco, ISG Liaison and Regional Coordinator

Email: a.franco@conflict-prevention.net

No phone calls, please.

Director of the Georgia Office of Dispute Resolution, The Georgia Supreme Court's Commission on Dispute Resolution

The Georgia Supreme Court's Commission on Dispute Resolution is soliciting applications for the position of Director of the Georgia Office of Dispute Resolution. For information regarding this position and the application procedure, please go to <http://godrdirectorposition.org> <<http://godrdirectorposition.org/>>

Project/Research Assistant, The Bahá'í Chair for World Peace, Maryland

The Bahá'í Chair for World Peace seeks a full-time Project/Research Assistant for its various programmatic and administrative activities. The Bahá'í Chair was established to research and apply spiritual principles, particularly, the philosophy and experiences of the Bahá'í world community, to the study and advancement of global peace, social and economic justice, and the appreciation of human diversity. The Chair engages these issues through a combination of research, teaching, outreach, and various programs and projects. The driving

principles of the Chair are that of unity of purpose and the attainment of social peace and security. The Bahá'í Chair for World Peace is part of the Center for International Development and Conflict Management (CIDCM), Located within the College of Behavioral and Social Sciences at the University of

Maryland. The Project/Research Assistant will work closely with the Bahá'í Chair staff

On project, course-related, and research activities as well as perform administrative and development-related tasks, which include the planning and coordination of events and management of financial transactions. In addition, the Project/Research Assistant will also work with other departments within

the University of Maryland as well as having both national and international external contacts relevant to the work of the Chair. He or she will also assist with the development, content, and maintenance of the Bahá'í Chair website.

Roles and Responsibilities:

The role of the Project/Research Assistant will include the following responsibilities, which will increase over time based on performance:

Administrative Tasks (35%--proportion of workload will increase according to immediate requirements):

- Respond to telephone inquiries; responsible for correspondence and mailings; communicate with interested parties via electronic mail; and copy and file

incoming and outgoing correspondence.

- Arrange travel plans of Bahá'í Chair staff and guests.

- Assist with recording and updating database of financial budget and Operating costs; keep track of purchasing transactions and orders; and photocopy and

maintain files for Chair records.

- Plan and coordinate events (lectures, conferences, seminars, workshops, trainings, etc.) hosted or co-sponsored by the Chair.

Research Tasks (40%):

- Perform Internet and library research on relevant issues related to the Aims of the Bahá'í Chair for World Peace; and collaborate on innovative research

topics.

- Assist with writing and editing research projects initiated by the Chair;

Work in developing research opportunities for faculty and students; and assist in

managing research projects.

- Contribute research information for the website.

- Possible opportunities to present research at conferences, seminars, workshops, and trainings.

Development Tasks (25%):

- Respond to inquiries regarding donations to the Chair; maintain Correspondence with donors; and submit records of contributions to

appropriate University

personnel.

- Assist in writing and researching grant proposals and monitoring deadlines.

- Provide assistance with coordinating and planning fundraising initiatives And events.

- Actively and effectively engage and explain the purpose and goals of the Chair to prospective donors.

Miscellaneous:

- Potential opportunities for travel to special events for networking and outreach efforts with partners on behalf of the Chair.

Qualifications:

- .. Bachelor's degree required.
- .. Experience or commitment to international development and/or social justice-related initiatives.
- .. Previous office or administrative experience.
- .. Computer proficient; knowledge of Microsoft® Office® applications such as: Word®, Excel®, etc.
- .. Advanced writing and editing skills.
- .. Excellent command of the English language, both written and verbal.
- .. Knowledge of telephone etiquette.
- .. Organizational skills, multitasking capabilities, and detail-oriented.
- .. Experience with Internet and academic research.
- .. Strong interpersonal skills and ability to work with diverse groups and individuals.
- .. Flexibility and willingness to learn.
- .. Work independently and as a team member.

Preferred Qualifications (Not Required):

- .. Familiarity with the Bahá'í international community and its teachings, experience, and culture.
- .. Masters degree strongly preferred.
- .. Knowledge of foreign languages a plus.
- .. Experience with web design and maintenance desirable.
- .. Short-term and long-term project management experience.

Compensation:

The salary for this position ranges from the high 20s to the low 30s, commensurate with experience. The University of Maryland provides health benefits, sick leave, and tuition remission.

How to Apply:

To apply for the position, please send the necessary application materials (listed below) as Microsoft® Word® attachments, with "P/R Assistant" as the subject heading via e-mail: ssattarzadeh@cidcm.umd.edu or by post:

Attn: P/R Assistant

The Bahá'í Chair for World Peace

Center for International Development and Conflict Management

0145 Tydings Hall

University of Maryland

College Park, MD 20742

Please include the following materials:

1. Cover letter.
2. Résumé.
3. List of 3 references and their contact information.

No phone calls please. Qualified candidates will be contacted for interviews.

This position is open immediately until filled.

Executive Director, Mercy Corps' World Hunger Education Center

The Mercy Corps' World Hunger Education Center (WHEC) will work to eradicate hunger around the globe. Through the center, Mercy Corps will educate visitors about the root causes of world hunger, motivate people to action, and provide tools needed to engage a broader public in the ongoing struggle against poverty. Mercy Corps is a non-sectarian, non-governmental organization (INGO) that works amid disasters, conflicts, chronic poverty and instability to unleash the potential of people who can win against impossible odds. Since 1979, Mercy Corps has provided \$1 billion in assistance to people in 82 nations. Supported by headquarters offices in North America, Europe and Asia, the agency's unified global programs employ 2,700 staff worldwide and reach nearly 10 million people in more than 40 countries. Over the last five years, more than 90 percent of the agency's resources have been allocated directly to programs that help people in need. For additional Mercy Corps information, please visit <http://www.mercycorps.org>.

GENERAL POSITION SUMMARY: A unique, high-profile leadership opportunity for an individual with initiative, a willingness to roll up her/his sleeves, and an entrepreneurial spirit to lead the development of a new interactive, experiential learning center that will build an engaged and informed constituency for the global struggle to eradicate hunger and unseat poverty. The initiative for the Center was part of Battery Park City Authority's ongoing effort to develop a balanced community for public benefit within a 92 acre zone in Lower Manhattan. This resourceful Executive Director will collaborate with senior Mercy Corps staff, consultants and external stakeholders on all aspects of the Center's development from operations planning to public launch, including site management, program development, fundraising, communications and outreach. Anticipated opening is Spring of 2008. Position reports to Michael Cooper, Director of Program Partnerships, and works directly with the Chief Development Officer, Development and Constituency Teams and Portland-based Senior Mercy Corps leadership.

ESSENTIAL JOB FUNCTIONS:

Management, Operations: Collaborate with Mercy Corps HQ senior staff and external consultants to develop and regularly review strategies and systems, clarify goals and maximize efficiency. Create and implement the Center's annual budget and a set of realistic operating plans and procedures. Develop WHEC's policies and supervise all aspects of day-to-day operational and staff management. Assess and design the Center's immediate staffing requirements as well as ongoing needs. Recruit 6-8 full time equivalent staff members as currently budgeted.

Program Development and Educational Outreach: Manage the planning and implementation of the Center's educational and other programs. Translate first-hand, on the ground knowledge and experience with global hunger and poverty issues into programs that are insightful, accessible and compelling. Direct educational outreach and collaboration with area schools, universities, community stakeholders and colleague agencies. Support teachers with curriculum and project development, training and workshops pre- and post- Center visits to enhance experience and maximize learning.

Fundraising and Development: Contribute to the development of a volunteer leadership committee in NYC comprised of current Board members, influential philanthropists, community leaders, government representatives, activists and academics who share WHEC's mission. Work with Mercy Corps' Resource Development Team as well as external fundraising consultants to support fundraising goals. Organize special events for varied audiences and purposes. Develop membership and volunteer programs.

Communications and Public Affairs: Develop and implement a short and long term comprehensive communications strategy to raise public awareness, interest and support. Act as WHEC's chief spokesperson and ambassador for its mission. Manage relationships with government, quasi-government agencies and community stakeholders. Oversee

WHEC's website content development and other collateral materials. Market WHEC to complementary downtown attractions, tour operators, hotels, etc. 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.

KNOWLEDGE AND EXPERIENCE: Graduate degree in international relations, public health or related field. A minimum of 10 years of experience in a senior NGO or nonprofit leadership role. Field experience with international humanitarian aid organization or comparable scenario a must. A senior fundraiser experienced in major gifts as well as corporate, foundation and government giving. Capital campaign experience highly valued. An experienced, media-savvy public speaker. Superb interpersonal skills, superior oral and written communication skills. Multi-lingual with fluency in Spanish, French, German and/or Japanese preferred. Computer literacy and knowledge of Raiser's Edge development software a plus. **SUCCESS FACTORS:** A proven leader with the capacity to work both independently and as a collaborative team member. A resourceful, creative and yet practical individual who embraces the challenges of a start-up. New York City savvy with the ability to translate knowledge and connections into action. A high degree of comfort and experience in dealing with individuals of influence and affluence. Superb organizational and multi-tasking skills. A willingness to travel domestically and internationally. **APPLICATION DETAILS:** WHEC provides a competitive salary and benefits package. Relocation is available. Please send a cover letter with salary requirements, resume and contact information for three references by 1 September 2006* to: Joyce Munn, Email: jmunn@globalnonprofit.com, Global Nonprofit Network, Dag Hammarskjold Station 20363 DHCC, New York, NY 10017. *Appropriate applicants will be contacted

prior to the application deadline. Mercy Corps affirms it is an equal opportunity employer. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Mercy Corps will not engage in or tolerate discrimination on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability including HIV/AIDS status, marital status, veteran status, or any other protected group status under U.S. federal, state or local law.

Counselor, Kids In Crisis, Connecticut

Prestigious Non-Profit Agency

Kids In Crisis is a non-profit agency providing short-term counseling and shelter services for children newborn through age 17.

We are seeking Counselors who will be responsible for maintaining a therapeutic atmosphere on our campus by providing high quality care to our clients, and monitoring and coordinating all areas of client activities. Counselors will help clients to meet planned goals, participate in crisis intervention and behavior management programs, and teach life skills. Most importantly, we are looking for someone who can set a good example and serve as a role model for our children and teens. The Counselor will make comprehensive observations, maintain records and discuss client progress towards goals/objectives. Positions will be available at our crisis shelter

for children newborn to age 12 and at our teen shelter for ages 12 to 17. Kids in Crisis offers a comprehensive compensation and benefits plan, including 403B, and an outstanding opportunity for professional growth. Put your strengths and skills into play as a member of our dedicated team of professionals who help make a difference in children's lives.

Additional Qualifications:

A Bachelor's degree is required, preferably in a social or behavioral science. Work, volunteer, or intern experience in human services is a plus. You must have the ability to work in a team environment and exercise good judgment. Counselors must be willing to work a schedule that may include nights and weekends as we provide 24 hour, 7 day a week service to clients. Supervision is available on an ongoing basis.

How to Apply:

Send resume, cover letter and salary history to humanresources@kidsin crisis.org
<http://www.kidsin crisis.org>

Check out our website at <http://www.kidsin crisis.org>

- Full time shifts: Day/Evenings, Overnight and Weekends
Kids in Crisis
Greenwich, Connecticut United States
Salary: \$30K with incentive increase for on-the-job acquired certification (CPR, etc)
<http://www.idealists.org/en/jobs/83579-222/181469-96>

Family Case Manager, African Services Committee, New York, New York

Summary of Duties

- Performs intakes for individuals with families who are HIV+ or living with AIDS.
- Conducts comprehensive psychosocial assessments, identifying current and future needs of all family members in household of HIV+ individual (s).
- Develops a comprehensive service plan for a family support system, coordinate with identified community resources, including primary and HIV-specific health care, education, entitlements, legal services, child care, permanency planning, financial planning.
- Completes progress notes, treatment goals, family assessments, written assignments or other required documentation of service provision
- Provides individual and family counseling services for program participants
- Advocate for family service needs to ensure appropriate delivery of services.
- Maintains confidentiality of client records.
- Provides escort/translation/interpretation services to clients who do not speak English in order to facilitate implementation of needed services.
- Identifies gaps in areas of service needs.
- Organizes and facilitate family support group, and develop volunteer peer support as necessary
- Facilitates family input from consumer advisory committee.

- Provides ongoing follow-up to evaluate consumer satisfaction and recommend modifications in comprehensive service plan.
- Assists Supervising Case Manager in conducting bi monthly support groups.
- Participates in weekly agency wide case conferences
- Conducts informational presentation about the Family Case Management program.
- Maintain relationship between the different programs: HOPWA, Outreach, Testing Center, ATC, Advocacy.
- Refers clients to other ASC services as needed and to other off-site services.
- Assists with any other task as designated by the Supervising Case Manager to meet the needs of the program.

LIST SPECIFIC GOALS AND OBJECTIVES

Assist Supervising Case Manager in recruiting and enrolling new clients to meet the minimum monthly requirements for the family case management contract, which are the following:

- New intakes and assessments;
- Service Plan Development and Update
- Care Coordination and Follow-up encounters;
- Reassessments;
- Supportive Individual and Family counseling sessions;
- Facilitation of Support groups
- Case conferences;
- Participation in relevant training and seminars;
- Contribute to the monthly HIV Care reports.

Additional Qualifications:

a. Education:

Requires BA or CSW or commensurate experience.

b. Prior Work Experience:

Minimum of two year's experience in HIV/AIDS family case management or other commensurate disability-related experience, in supportive family counseling.

c. Language Proficiency:

Must be bilingual in English/French or at least one other major African language, or bilingual English/Spanish.

d. Skills and Abilities:

Demonstrate an understanding of and sensitivity to cultural issues and social problems of African refugees and immigrants.

Excellent communication skills, spoken and written. Basic computer skills a must.

How to Apply:

Please send resume plus cover letter to : tyroneg@africanservices.org

Job posted on: June 22, 2006

Family Case Manager
African Services Committee

New York, New York United States

Salary: Up to \$35,000, depending upon experience and qualifications.

Excellent benefits.

<http://www.idealists.org/en/jobs/1604-35/181493-239>

Program Manager, Policy & Planning, Corporation for Supportive Housing

The Corporation for Supportive Housing (CSH) is a national, nonprofit organization that helps communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing. CSH delivers its core services primarily through eight geographic hubs: California, Illinois, Michigan, Ohio, Minnesota, New Jersey, New York, and Southern New England (Connecticut, Rhode Island). CSH also operates targeted initiatives in Kentucky, Maine, Oregon, and Washington, and provides limited assistance to many other communities. CSH also operates targeted initiatives in Maine, Oregon, and Washington, and provides limited assistance to many other communities.

The California program operates from three offices: Oakland, Los Angeles and San Diego. CSH California provides direct assistance to community-based nonprofit organizations, government agencies, and others working to create supportive housing. We are looked to as a vital resource to the growing supportive housing industry, offering services in three core areas: Project Specific Assistance, both technical and financial; Organizational and Industry Capacity Building; and Public Policy and Systems Change.

The Position:

The Corporation for Supportive Housing is seeking an energetic, results-oriented individual to help advance and coordinate the efforts of the California Director and Associate Directors in implementing a statewide policy agenda. This policy agenda focuses on expanding the availability, and improving the coordination, of public funding sources for the development and operation of permanent supportive housing, with a special focus on housing for persons experiencing long-term homelessness. The Program Manager will play a critical role in the planning and implementation of CSH's program activities throughout California, including statewide training initiatives, program tracking and reporting activities, action planning, resource development, and budget development.

Responsibilities:

- Regularly assist the Director and Associate Directors with planning and developing strategies for refining, targeting or expanding program activities.
- Research issues and write drafts of memos, reports, proposals, public presentations and policy

statements on a range of issues including: the Mental Health Services Act funding to develop supportive housing, participating in the State's planning process to end long-term homelessness, and advising state and county agencies on developing integrated funding mechanisms.

- Represent CSH and the California Program Director in internal and public forums, including CSH committees, training sessions, public presentations, and meetings with external partners, policymakers, and stakeholders.
- Assist the Director and Associate Directors in the preparation of annual action plans and program budgets.
- Assist the Director and Associate Directors with implementing and overseeing reporting systems, and other tracking tools, related to CSH's performance metrics, grants and contracts, action plans and business plan outcomes.
- Assist with the planning and coordination of staff meetings by participating in planning groups; preparing agendas and notes; acting as liaison to the Director and Associate Director on various issues; tracking assignments, due dates and completion.
- Maintain a calendar of CSH's program activities across the state.
- Assist with the implementation of skill-building and staff development opportunities for all California Program staff.
- Create and maintain relationships with staff, program partners and other key stakeholders.
- Regular travel within California and occasional national travel required.
- Perform any other organization related duties or special projects as directed by the Program Director.

Additional Qualifications:

- Bachelor's degree or advanced degree in related field strongly preferred. Experience may substitute for education.
- Minimum of four years experience in a non-profit or government position where responsibilities included policy analysis, advocacy, or strategic planning related to low income and supportive housing development and finance,, health care , mental health or social services.
- Excellent verbal and written communication skills.
- Strong organizational, project management, research, and analytic skills.
- Strong computer skills. Demonstrated proficiency using Microsoft Office Suite (Word, Excel, Access and Outlook).
- Familiarity with and/or interest in issues related to supportive housing including homelessness, low-income housing, finance, state and local policies, social service delivery, community development, mental illness, HIV/AIDS, harm reduction, etc.
- Eagerness and ability to manage a diverse set of tasks.
- Skilled in facilitation, team building, forging collaborative partnerships, and developing and maintaining strong relationships within the supportive housing community, and in convening and engaging people from diverse groups and sectors.
- Must have the ability to work independently with minimal supervision, and be able to represent CSH in public forums with a high level of professionalism.
- Demonstrated ability to work effectively with professional staff, government agencies and community-based organizations.
- Ability to function autonomously and exercise solid judgment on a range of issues.

How to Apply:

Candidates should submit a resume and cover letter describing their interest in this position, salary requirements, and where you learned of the position to:

Jonathan C. Hunter
Director California Program
Corporation for Supportive Housing
1330 Broadway, Suite 601
Oakland, CA 94612
jonathan.hunter@csh.org

The Corporation for Supportive Housing is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.

Job posted on: June 22, 2006

Research Fellow and Program Manager, UC Institute on Global Conflict and Cooperation (IGCC), California

Position Title: IGCC Research Fellow/Program Manager (Payroll title: Academic Coordinator)

Salary: Salary is commensurate with experience and will be based on published UC pay scales for Academic Coordinator series.

Description: The UC Institute on Global Conflict and Cooperation (IGCC), located at UCSD, invites applications for the position of Research Fellow and Program Manager. The Research Fellow and Program Manager will manage and coordinate multiple short-term training programs and conduct policy research on emerging biological threats, homeland security projects, and other security initiatives. The Research Fellow and Program Manager will provide day-to-day project development and implementation, organizational management, and policy research dissemination. Project development includes developing research agendas on contemporary policy issues; researching, identifying, and recruiting statewide and national participants for programs; working with faculty directors to design curricula; and engaging national and international speakers and experts. The Research Fellow and Program Manager will also work with faculty directors to develop research initiatives and identify sources of funding for those initiatives, perform grant writing, build multi-campus and multidisciplinary research teams, and coordinate multiple research portfolios. Conference management is essential. Policy research dissemination involves preparing and editing policy research reports, developing communication channels with the wider policy community, organizing policy briefings, and producing related work for publication. Teaching in one of the units on campus is also possible but is at the discretion of the academic department.

UCSD is an Affirmative Action/Equal Opportunity Employer with a strong institutional commitment to the achievement of excellence through diversity among its faculty and staff.

About IGCC

IGCC facilitates innovative, rigorous research into the causes of international conflict and cooperation. A research unit serving the entire UC system, IGCC's multi-campus structure allows it to build research teams from all ten UC campuses and the UC-managed Lawrence Livermore and Los Alamos National Laboratories, providing broad-based links to the U.S. and foreign governments and policy institutes from around the globe.

IGCC is committed to educating the next generation of international problem-solvers and peacemakers through its research and teaching activities. IGCC supports individual faculty and graduate student research throughout the UC system and international affairs programs on each campus. The institute is one of the largest sources of dissertation and fellowship support for international studies in the United States.

IGCC's Washington office, based at the University of California Washington Center (UCDC), develops programs and projects to promote closer links with the policy community, and to advance new international affairs-related research and educational opportunities for faculty, graduate students, and undergraduates throughout the UC system.

More information may be found on the IGCC website at <http://www-igcc.ucsd.edu>

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Qualifications: Individuals from international studies/relations, medicine, or biological science-related fields (biology, public health, public policy) are encouraged to apply for the IGCC Research Fellow and Program Manager position. Applicants should have a Ph.D. or the equivalent. Experience in policy positions is a plus. Experience in science research will be considered valuable but not essential. The successful candidate will have these qualities:

- Excellent analytical, written, and oral communication skills.
- Demonstrated planning, multi-tasking, and research skills.
- Experience in administration, operational decision-making, project management, and conference coordination. Required.
- Experience in research and proven ability to conceptualize, develop and evaluate projects on bioterrorism, biological threats, homeland security and other security policy research. Required.
- The ability to relate effectively to the academic community, campus governance, departments, local and federal government officials, and international experts.
- Strong organizational and budgetary skills suitable to running a complex program and staying within fiscal parameters.
- A strong network of contacts and the institutional linkage or ties with the educational and research community needed to build research prospects and initiatives.

Start Date: Preferred starting date is September 1, 2006, although an earlier start date may be possible. The position is a non-tenured, two-year, renewable contract.

Closing Date: Review of applications will begin July 15, 2006 and will continue until the position is filled.

Additional Qualifications:

How to Apply:

To Apply: Send cover letter addressing the qualifications as listed above, curriculum vitae, and names and contact information for three references to:

Jeff Vincent, Research Director
Institute on Global Conflict and Cooperation
University of California, San Diego
9500 Gilman Drive, MC 0518
La Jolla, CA 92093-0518

Electronic submissions will be accepted. Send the required documents to igcc-recruiting@ucsd.edu.

Supplement to Application: All submissions must include a Supplement to Application form. The form may be downloaded at <http://academicaffairs.ucsd.edu/offices/adeo/checklist/Supplement%20to%20Application.doc>.

***School Leadership Specialist, Community Mediation Services, Inc.,
New York***

Queens based multi-service organization seeks a qualified individual to serve as a School Leadership Specialist in a school based program.

Provide individual case management to at-risk students:

- Identify students meeting AIDP criteria as set forth by United Way and the Department of Education
- Conduct intake/registration with referred youth and parent/guardian
- Enter required data into the CAPS student registration database
- Develop service plans including short and long term goals and report on the progress of each.
- Schedule & facilitate individual sessions
- Facilitate group sessions
- Monitor clients progress w/in home, school and program environment
- Communicate regularly with program participants and parents through phone contact, family sessions and written correspondence.
- Refer clients to outside services as needed
- Maintain accurate and up to date case records
- Completion and timely submission of documentation, statistics and correspondence as it relates to the program.

Promote Effective Conflict Resolution Strategies:

- Develop and maintain a safe and respectful environment for participants, volunteers and interns.
- Incorporate conflict resolution curricula into the individual and group counseling sessions
- Implement crisis intervention approaches into the school
- Model professionalism and the founding principles of CMS.
- Meet with School-based Director for supervision.

Participate as a member of the CMS team:

- Enhance awareness of the program by participating in networking and school-wide activities
- Share knowledge of existing resources for the creation of an agency resource data base
- Participate in unit initiatives

Additional Qualifications:

Bi-lingual English/Spanish a plus

How to Apply:

Please email cover letter and resume indicating desired position to mwitter@adr-cms.org

Job posted on: June 21, 2006

Office Manager, Global Security Institute, Pennsylvania

The Global Security Institute (GSI) is an international non-governmental organization that is working at a high political level to promote the elimination of nuclear weapons. For more information about GSI and its programs, please visit <http://www.gsainstitute.org>.

GSI is looking for someone who has a passion for organization, an “I-can-do-it-in-my-sleep” attitude toward implementing systems to keep the institute running smoothly, and is fearless when it comes to managing a database and performing mail merges to fill its Office Manager position at our headquarters in Philadelphia. GSI provides a friendly, fast-paced, dynamic environment that requires critical thinking and the ability to handle multiple tasks under pressing deadlines. The ideal candidate is a reliable, independent yet collaborative worker with at least three years of professional work experience. Administrative and development experience are a plus. An interest in nuclear weapons disarmament and an affinity for law and politics in general are preferred but not required.

Primary responsibilities are balanced between GSI's administrative and development needs, though there is an opportunity for programmatic work as well.

Specific tasks include:

Administration

- Management of electronic and hard-copy files

- Management of GSI database
- Maintenance and organization of office supplies and printed materials
- Management of supplies, printed materials and organization of filing system
- Process bi-monthly accounts payable and deposits (in collaboration with GSI accountant)
- Provide human resources support with payroll, benefits and personnel files
- Provide support in overseeing GSI interns
- Provide support for yearly audit and filing corporate tax returns
- General correspondence with and support for senior GSI staff and leadership

Development

- Ensure all donors receive proper tax receipts
- Track foundation and individual donor correspondence
- Manage fundraising timelines and deadlines
- Coordinate (with senior GSI staff) the composition, submission and tracking of grant applications
- Process semi-annual individual donor mailing

Programmatic (as needed)

- Compose and track correspondence
- Draft and edit GSI announcements and reports
- Support with coordination of GSI events
- Conduct research for Senior GSI staff

Additional Qualifications:

Hiring Requirements

- Undergraduate (B.A. or B.S.) Degree
- 3-5 years of experience in a professional office setting
- Strong written and verbal communication skills
- Excellent organizational skills
- Ability to perform research in the complex field of nuclear weapons and politics
- Professional phone presence and personal presentation
- Computer skills: Expertise in Word, Excel, and FileMaker Pro (database management)
- Ability to work under pressure and meet pressing timelines
- Commitment to nuclear disarmament, arms control, and peace and security issues

Personal Characteristics

- Ability to work independently as well as part of a team
- Speed, efficiency, and a strong attention to detail
- Critical thinking
- Ability to openly communicate concerns and ask for assistance when necessary
- Good work ethic and a willingness to take on a variety of tasks
- Sense of humor
- Ability to remain focused in fast-paced environment

Preferred But Not Required

- Development / Sales experience
- Experience with mass mailings / working with a mail house
- Familiarity with graphic design and page layouts
- I/T skills
- International background

Compensation

GSI provides a competitive non-profit salary. Depends on experience. Medical, dental, vision benefits as well as vacation and a 403(b) option are included.

Duration

Though there is a customary probation period, the preferred candidate will be willing to commit to a minimum of two years.

How to Apply:

To Apply

Please send a cover letter, resume, brief writing sample, and contact information for three references to:

Office Manager Search
Global Security Institute
GSB Building, Suite 400
One Belmont Avenue
Bala Cynwyd, PA 19004

Or by email to: matt@gsinstitute.org with the headline: Office Manager Search. Attachments in Word only please.

Please do NOT call us. We will contact you ONLY if we are interested.

Deadline

Position to be filled upon identification of ideal candidate.

Job posted on: June 21, 2006
