



Career Services Newsletter
June 29, 2006
Volume 2, Issue 2

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

UJC Washington Fall 2006 Internship

Interns will have the opportunity to be exposed to a wide range of national public policy issues, especially involving human services and the non-profit sector. They will learn innovative approaches to stimulate community interest by organizing and informing local grassroots networks of Jewish federations; attending congressional hearings; participating in advocacy/leadership building days called "missions"; assisting in developing and analyzing community surveys; and researching and writing on issues such as senior transportation, aging and family care-giving. Interns will have the opportunity to participate in any and all projects in which the UJC Washington office is involved.

Fall internships are part-time and run from September through December. Start and end dates are flexible.

College Credit is available.

Please forward resume, references and any questions to:

Francie.harris@ujc.org or fax to 202.785.4937

Policy Analysis and Communications Intern, Africa Action - Washington, DC

Africa Action offers academic semester and summer internships for undergraduate and graduate students in Washington, DC. Interns will develop a more comprehensive understanding of how an Africa advocacy organization utilizes policy analysis and organizing to affect national policy.

An internship at Africa Action will provide participants an opportunity to support the organization's current work, focused on three primary campaigns to cancel Africa's debt, end the HIV/AIDS crisis in Africa, and stop genocide in Darfur, Sudan.

Interns working with the Policy Analysis and Communications staff will:

- * Track key issues and specific legislative developments in U.S. policy toward Africa
- * Conduct research on Africa Action's primary campaigns and other organizational priorities
- * Draft text for publications, correspondence, web pages, etc
- * Support staff in implementing Africa Action's national media strategy

Interns will also be responsible for attending organizational meetings, providing support to the Executive Director, and sharing in collective office responsibilities. Interns are required to work at least 16 hours per week. Internships are unpaid, though funding may be available from your university. Academic credit may be arranged, as Africa Action internships offer direct exposure to the workings of a national advocacy organization, close supervision by the Africa Action staff, interaction with other policy organizations, and opportunities to attend lectures and special events relating to Africa policy.

Qualifications:

Applicants should be organized, self-motivated and reliable, with a strong interest in Africa, human rights, and economic and social justice. Relevant coursework is highly desirable. Computer/web literacy required.

To Apply:

Interested students should submit their resume, short writing sample (3-5 pages), references and cover letter to africaaction@igc.org.

Last updated: June 23, 2006

<http://www.idealists.org/en/internships/102512-216/102609-43>

Development Intern, The Academy for Educational Development

The Academy for Educational Development's (AED's) Center for Civil Society and Governance is seeking a development intern. This internship position is full-time and paid (\$7/hour). The position serves to support CCSG's Development Unit, which aims to expand new business development activities in the areas of civil society, governance, media, conflict, and trafficking. The intern will provide assistance and research for proposal development and assist with general backstopping of project development aspects. Ideal candidates will have a Bachelors in one of the following or related fields: Communications , Community Development, Development Studies, Government, Government & Urban Studies, International Administration, International Affairs, International Relations and Research & Evaluation required or equivalent combination of education and work experience. Graduate students are also encouraged to apply. Interested parties should send their CV and a cover letter to Lyle Morton (lmorton@aed.org) with the subject line "CCSG Development Intern".

>Stephanie McNulty, PhD
>Senior Development Officer
>AED's Center for Civil Society and Governance
>Telephone: 202-884-8427
>Fax: 202-884-8442
>www.aed.org
>www.ccs-g-aed.org

Intern, Transparency International-USA, Washington D.C.

Transparency International-USA (TI-USA) seeks several interns to support the efforts of our office in Washington, D.C. Both part-time and full-time positions are available. Successful candidates will perform a range of duties depending upon their experience and ability. In the past, they have been asked to complete tasks involving research, correspondence, meeting/hearing attendance, media coverage, and general administration. In reviewing applicants, we emphasize strong writing, creative problem solving, and thorough research skills. A background in international affairs and experience/interest in issues of corruption and accountability are preferred. Foreign language skills, particularly Spanish, are a plus.

TI-USA is the US chapter of Transparency International, the leading non-profit organization committed solely to curbing bribery and extortion in international business and development. TI-USA works alongside the TI network of over 90 other national chapters to raise awareness about the cost of corruption and to promote comprehensive and effective institutional and legal reforms. They do this by collaborating with multilateral organizations such as the World Bank, OAS, and OECD to encourage government and business to implement effective anti-corruption measures.

Interested candidates should send a resume, one-page writing sample, list of references, and

cover letter detailing availability by email to administration@transparency-usa.org. All applications must be received by COB on Friday, July 21, 2006.

Last updated: June 28, 2006

Jobs

Half-time Administrative Faculty Position in Dialogue and Difference on Campus

The Conflict Analysis and Resolution Undergraduate Degree Program seeks applicants for a half-time administrative faculty position to undertake several projects to facilitate and study dialogue initiatives on the Mason Fairfax campus, in collaboration with Multicultural Research and Resource Center; this position is designed to address perceived differences (racial, religious, political, age, gender, etc.) among students that can be at the root of conflict. Duties include: Teaching a year-long Applied Practice and Theory (APT) graduate level course that involves coordinating an APT dialogue team; supervising several undergraduate interns in dialogue activities; assessing and co-coordinating dialogue efforts on campus, supervising facilitation of dialogue initiatives undertaken by the APT team, conducting evaluation research on campus dialogue interventions, preparing a research evaluation, and an APT project report. The successful applicant will have experience/interest in dialogue facilitation and research, familiarity with the Mason campus, and a PhD in Conflict Analysis and Resolution or related fields. Applicants should send cover letter expressing interest, a current resume, and contact information for three references by email to the chair of the search committee: Dr. Susan Hirsch, Director, Undergraduate Program in Conflict Analysis and Resolution at shirsch4@gmu.edu by June 26th. Start date: late August 2006.

Peace Building Program Manager - Juba, Sudan

Mercy Corps

www.mercycorps.org

Description:

PROGRAM/POSITION SUMMARY:

The People-to-People peace building program in Southern Sudan is a three-year, USAID supported Mercy Corps initiative aimed at building the capacity of local institutions and civil society to resolve, prevent, and mitigate conflict. By strengthening indigenous mechanisms and authorities at the municipal and community level, the program will contribute directly to the implementation of the Comprehensive Peace Agreement.

The position requires a strong background in post-conflict reconstruction and facilitated dialogue, as well as a deep understanding of obstacles facing the areas of implementation in southern Sudan.

ESSENTIAL JOB FUNCTIONS: • Conceptualize, implement and monitor strategic dialogues and project interventions to respond to immediate challenges to sustainable local peace in the key target areas; • Manage conflict mitigation and peace building programs in eight regions, in cooperation with staff trainers, local governance institutions, CBO partners, traditional peace authorities, and other key peace actors. • Oversee regular monitoring of threats to the peace. • Coordinate with international and local agencies in the area. • Provide technical advice and guidance on conflict mitigation.

LIVING CONDITIONS/ENVIRONMENTAL CONDITIONS

The position is unaccompanied and will be based in southern Sudan. Living conditions in Juba are basic. There are no international schools or hospitals. The local clinic has medicines to treat malaria and other tropical diseases which are endemic. The climate is hot all year round, with two rainy seasons. Rumbek serves as one of the logistical centers for NGO, UN and GOSS coordination. The position includes R&R in Nairobi, from where all amenities are available and from which several in-country world class tourist destinations are easily accessible.

NOTE

This position is contingent on final confirmation of secured funding.

Qualification:

KNOWLEDGE AND EXPERIENCE:

- Masters degree in international affairs, conflict mitigation, or relevant subject.
- At least 5 years of progressive experience and proven high level of competence in working in NGO/INGO capacity building programs, ideally in relief and/or post-conflict settings.
- Experience with peace building and/or organizational development in the southern Sudan context.
- Strong understanding of traditional authorities, and other peace actors in southern Sudan and the organizational and political challenges to strengthening their capacity.
- Ability to analyze current social and conflict dynamics in southern Sudan to inform the program.
- Strong leadership, communication, and project management skills.
- Willingness to be based in Juba, with regular travel to remote program offices.
- Experience working in unstable or conflict areas and willingness to live/work in very remote areas with limited services and amenities.
- Previous experience working with international donors including USAID.
- Experience in working with and coordinating with international and national NGOs and government agencies.
- Strong knowledge of computers and software (MS Word, MS Excel) required.

Apply by:

June 30, 2006

Baha'i Chair for World Peace - Research Assistant, Maryland

Region: East

Location: College Park, MD

Description:

The Baha'i Chair for World Peace seeks a full-time Project/Research Assistant for its various programmatic and administrative activities. The Baha'I Chair was established to research and apply spiritual principles, particularly, the philosophy and experiences of the Baha'i 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 Baha'I 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 Baha'i 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 Baha'i 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 Baha'i? 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 Baha'i? 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 Baha'i 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 Baha'i 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. Resume.
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.

Plan USA

1. Position Title: Program Development Officer for Africa

Plan USA

JOB ANNOUNCEMENT

Program Development Officer for Africa - Arlington, VA

Plan USA is part of a global partnership of caring people founded in 1937 to bring hope and help to the world's poorest children. Today, Plan is one of the oldest and largest organizations of its kind -

our grassroots, self-help programs assist more than 10 million children and their families in poor communities around the world.

Plan USA is seeking a Program Development Officer to ensure effective management and quality of Plan's grant-funded projects; to provide technical support to Plan's development programs primarily in East Africa; to engage with Plan's field partners to represent the organization before the development community; to liaise with and broker Plan understanding of donor strategies and operations and Plan/donor relationships in Africa; to seek means by which Plan USA can address food security and other issues in Africa.

Minimum Requirements are a Master's Degree or equivalent in International Development, or a combination of training and experience in related development work. 3 to 5 years of experience in international development work, preferably in Africa. Must be bilingual - written and spoken English and French. Good interpersonal and communications skills. Accounting knowledge, computer literacy; a keen sense of gender equity, participatory learning and training skills. Must be able to travel internationally.

Cover letter and resume to: hr@planusa.org ; FAX 401-738-5608; mail: HR, Plan USA, 155 Plan Way, Warwick, RI 02886. Visit our websites: <http://www.planusa.org> and <http://www.plan-international.org>

2. Position Title: HIV/AIDS Specialist

Plan USA
JOB ANNOUNCEMENT

HIV/AIDS Specialist - Arlington, VA

Plan USA is part of a global partnership of caring people founded in 1937 to bring hope and help to the world's poorest children. Today, Plan is one of the oldest and largest organizations of its kind - our grassroots, self-help programs assist more than 10 million children and their families in poor communities around the world.

Plan USA is seeking a HIV/AIDS Specialist will develop proposals that support and help to increase Plan's worldwide response to the HIV/AIDS pandemic/epidemic. Also, will work with other Plan staff at local, regional and field offices to support Plan's Global AIDS

programs. Will represent Plan at local and international conferences and meetings with institutional, corporate and foundation donors for possible collaboration.

Minimum Requirements are a Masters Degree in Public Health or a field related to international public health; a minimum of 3 years working experience focused on public health and HIV/AIDS intervention in developing countries – preferably in Africa. Excellent communication skills; accounting knowledge, computer literacy; a keen sense of gender equity. Knowledge of institutional, corporate and foundation donors. Functionally bilingual in written and spoken English, and working knowledge of French or Spanish. Must be able to travel internationally.

Cover letter and resume to: hr@planusa.org ; FAX 401-738-5608; mail: HR, Plan USA, 155 Plan Way, Warwick, RI 02886. Visit our websites: <http://www.planusa.org> and <http://www.plan-international.org>

3. Position Title: Monitoring and Evaluation Officer

Monitoring and Evaluation Officer - Arlington, VA

Plan USA is part of a global partnership of caring people founded in 1937 to bring hope and help to the world's poorest children. Today, Plan is one of the oldest and largest organizations of its kind – our grassroots, self-help programs assist more than 10 million children and their families in poor communities around the world.

Plan USA is seeking a Monitoring and Evaluation Officer to work with field offices and Headquarters in designing/revising grant-funded project Monitoring and Evaluation frameworks. Also, to provide technical support and training in baseline surveys, data collection, compilation, and analysis and reporting.

Minimum Requirements are a Masters Degree in Public Health or a social science/humanities discipline with practical program management and M&E experience; 5 years working experience in M&E as supervisor or manager preferably in an international NGO. Recognized expertise in the use of evaluation theories, models and tools.

Experienced as trainer/capacity builder – able to use sampling and data analysis software (SPSS, EPI, etc. Has a keen sense of justice

Salary: Commensurate with experience.

Closing Date: July 17, 2006

Letter of interest, with salary requirement, and resume may be submitted to:

Sheila Bunn, District Director
The Office of Congresswoman Eleanor Holmes Norton
529 14TH ST NW STE 900
WASHINGTON DC 20045 1928
(202) 783-5211 FAX

Vice President, Human Resources and Diversity

Planned Parenthood Federation of America, Inc. (PPFA), the largest and most trusted voluntary family planning organization in the nation, seeks a Vice President Human Resources and Diversity.

In this pos'n, you will direct & supervise all human resource functions, organizational development & diversity initiatives for PPFA. Develop & implement policies, strategies & programs to fully utilize, & develop PPFA's human resources & ensure a corp employee relations culture consistent with PPFA's mission & goals. Develop & oversee programs that enhance PPFA's employee relations through organizational development, change management, & diversity initiatives designed to attract & retain a high quality, diverse work force. Provide nat'l leadership on diversity issues across the federation that addresses an increasingly diverse client base, employee workforce, volunteer pool, organizational network & int'l family planning network.

Requirements: Masters Deg. pref'd, plus prof'l training. SHRM Ctf or other related certifications. Over ten yrs of work exp in all aspects of human resources, incl exp in organizational development & diversity. Comprehensive knowl of all facets of Human Resources, Bfts & Compensation, Organizational Development, & Diversity. Superior interpersonal, verbal, written, & presentation communications skills. Exceptional negotiation & facilitation skills, incl mediation & conflict resolution skills. Excellent coaching & training skills. Excellent customer service skills & knowl of customer service management. Ability to function as a change agent. Strong knowl of legal applications of human resources management. Comprehensive knowl of the intricacies of cultural differences & an ability to navigate.

Interested applicants should send resume & salary reqts to: Manager, Employment & Retention, Planned Parenthood Federation of America, 434 W. 33rd St, New York, NY 10001 or Email: resumes@ppfa.org

Committed to Diversity

Responsible Choices in Action

Additional Qualifications:

How to Apply:

Interested applicants should send resume & salary requirements to: Manager, Employment & Retention, Planned Parenthood Federation of America, Inc. 434 W. 33rd St, New York, NY 10001 or Email: resumes@ppfa.org

<http://www.idealists.org/en/jobs/109773-173/181698-67>

Humanitarian Policy Officer, London

Three year fixed term contract.

We have an exciting opportunity within CAFOD's Humanitarian Support Department for a Humanitarian Policy Officer. This is a newly created post and you will be responsible for ensuring humanitarian policy, advocacy and learning are systematically integrated across CAFOD's humanitarian programmes and systems. In addition you will be a core member of the department management team in helping to lead and drive humanitarian strategy.

You will be required to work in a wide variety of humanitarian situations, for which you will need substantial international programme experience and a proven track record in developing planned and reactive humanitarian policy. With strong analytical, strategic and diplomacy skills you will also be a strong and effective team player. The role offers an opportunity to develop your international skills within humanitarian sector and the Caritas International Confederation. Ref. HPO

Salary & Benefits: £32,839 to £35,939 pa

Type of work: Contract

Location: Brixton, London, United Kingdom

Languages needed: English

Closing date:

07/04/2006

Date job appeared on the site:

06/23/2006

To apply:

If you share our belief of the values and principles of working in partnership, and have the skills to take on this challenging role contact us by visiting: www.cafod.org.uk/jobs/, emailing vacancies@cafod.org.uk or phoning 020 7326 5601, quoting the ref. HPO.

<http://www.oneworld.net/job/view/13248>

Policy Analyst, Peace and Conflict, London

CAFOD works with partner organisations to have a lasting impact on poverty and injustice through development programmes, advocacy and humanitarian response in Africa, Asia, Latin America and the Caribbean, and Eastern Europe.

CAFOD is looking for an experienced and dynamic Policy Analyst to take forward its public policy and advocacy work on issues of peace and conflict in the international arena. Based in the Public Policy Unit (PPU), this post will lead advocacy efforts focusing on initiatives around conflict prevention, peace-building, peace-keeping, reform of UN structures and UK Government and EU processes.

You will have at significant experience of policy-orientated advocacy in the field of conflict and peace and ideally have some experience of working with partners in the South. The ability to work effectively with a range of stakeholders (both internal and external) and excellent oral and written communication skills are essential. Fluency in French, Portuguese or Spanish is desirable.

Salary & Benefits:

£32,839 pa - £35,939 pa

Type of work:

Full Time

Location:

London, SW9, United Kingdom

Languages needed:

Closing date:

07/04/2006

Date job appeared on the site:

06/23/2006

To apply:

ALL APPLICANTS MUST COMPLETE THE APPLICATION FORM

If you share our belief of the values and principles of working in partnership, and have the skills to take on this challenging role contact us by visiting: www.cafod.org.uk/jobs/, emailing vacancies@cafod.org.uk or phoning 020 7326 5601, quoting PA.

<http://www.oneworld.net/job/view/13245>

Regional Advocacy and Campaigns Co-ordinator, South Africa

Who we are

Be resourceful. Be determined. Join Oxfam where your energy and ideas can really make an impact. Oxfam GB is a leading NGO working in over 70 countries to eradicate poverty and suffering through supporting development, humanitarian and advocacy interventions. It's not an easy job, but by working with the right people in a committed, open and stimulating environment, you could make a world of difference.

The role

This post is linked to a number of locations and departments, most crucially the Policy and Campaigns departments in Oxford, as well as the regional programmes. You will be responsible for the development and delivery of regional advocacy and campaigning strategies. In addition, you will provide regional policy analysis on relevant institutions and actors and will support advocacy and programme staff in the six countries in the region in the development of direct lobbying and campaigning.

What we are looking for

You will hold a relevant Masters' degree and have at least five years' experience, and proven success in the development and delivery of advocacy strategies. You must be an excellent negotiator and communicator and have above average conceptual and analytical skills, the ability to think strategically, innovatively and practically and to influence others.

Salary & Benefits:

R384,300 - R455,700 gross p.a.

Type of work:

Full Time

Location:

Pretoria, South Africa

Languages needed:

English

Closing date:

07/07/2006

Date job appeared on the site:

06/22/2006

To apply:

Bring ideas, belief and the highest standards of professionalism and we'll give you a lot back, because we recognise and reward achievement. To find out more about what you can do and to apply online, go to www.oxfam.org.uk/jobs quoting the following reference INT1719.

<http://www.oneworld.net/job/view/13239>

Civil Society Advisor, UK

World Vision is a Christian charity and one of the world's leading relief and development agencies, currently helping more than 100 million people in nearly 100 countries in their struggle against poverty, hunger and injustice, irrespective of their religious beliefs. World Vision is built on Christian core values which are reflected in its ethos and culture.

Civil Society Advisor
Milton Keynes £27,974 - £34,967

As result of the newly awarded Partnership Programme Agreement (PPA) with DFID, World Vision UK's Technical Support Unit is undergoing a period of transformation. The unit is expanding to include a specialist to provide leadership in programmatic aspects of civil society and poverty reduction outcomes of the agreement with DFID.

Your role will be to lead and monitor programme outputs towards the achievement of PPA

objectives. You will also provide technical advice and support on civil society related components of WVUK funded development and humanitarian projects, and link in with global World Vision partnership initiatives on citizenship and community based organisations.

Educated to degree level, you will have at least 5 years experience of civil society programme work in a developing country or International NGO. You will have proven ability to produce papers and proposals relating to civil society organisations. Excellent interpersonal, outstanding verbal and communication, negotiation, analytical and facilitation skills are essential

Please ensure that you provide additional information about the essential knowledge, experience and attributes in support of your application. You may wish to use the headings in Section 5 of the job description

Salary & Benefits:

£27,974 - £34,967

Type of work:

Location:

Milton Keynes, Buckinghamshire, United Kingdom

Languages needed:

Closing date:

07/03/2006

Date job appeared on the site:

06/19/2006

To apply:

If you are ready for this challenge and are passionate about bringing real change in the developing world, log on to www.worldvision.org.uk/jobs for a full job description and an application form or call 01908 841090 now.

RFA Peace Building Coordinator, South Sudan

International Rescue Committee (IRC)

Location: South Sudan

Last Date: July 9, 2006

The International Rescue Committee (IRC) is a non-profit, non-sectarian voluntary agency providing assistance to refugees around the world. IRC's programs promote self-sustenance for refugees and host populations through public health, sanitation, shelter, rehabilitation, and educational programs. IRC serves refugees in over 30 countries in Europe, Africa and Asia. IRC is committed to freedom, human dignity and self-reliance. This commitment is reflected in well-planned resettlement assistance, global emergency relief, rehabilitation, and advocacy for refugees.

The International Rescue Committee currently seeks a RFA Peace Building Coordinator for its South Sudan.

SCOPE OF WORK

IRC is seeking a RFA Peace Building Coordinator to implement activities aimed at building a local capacity to prevent conflicts in the Southern Sudan. The Peace Building Coordinator will be responsible for the coordinating activities aimed at addressing threats to the Comprehensive Peace Agreement (CPA) at the local level and targeting flash points in urban centers and their counties as well as in the three transitional areas, Nuba, Abey and Blue Nile.

RESPONSIBILITIES:

- -Under the supervision of the Chief of Party, design, initiate, implement and control the conflict prevention activities for the local agents of change to preventively identify threats that could escalate and destabilize the Comprehensive Peace Agreement (CPA).
- -Preventively prepare quick responsiveness programs based on properly identified causes of conflict and identify the best local interveners to prevent conflicts and assist them in organizing the reporting on conflicts prevented and the lessons learned.
- -Initiate, promote and monitor local activities for the local agents of change to promote conflict prevention mechanisms in targeted flashpoints.
- Provide coordination and direction, define and implement conflict prevention activities to achieve the specific goals of the project for the development of capacities to address threats to the CPA at the local level and develop the same capacities to the targeted flash points.
- In coordination with the Chief of Party and key project staff, prepare strategic work plans for conflict prevention with clear objectives and benchmarks, long term and short term prioritized activities and evaluation tools.
- Report to the Chief of Party through both formal and informal debriefings and provide inputs on conflict prevention, resolution and transformation for the reports to USAID.
- For conflict prevention, management, resolution and transformation, maintain and promote dialogue with agents of changes, local institutions, peace committees, officials in cities and counties, and targeted stakeholders in prevention, such as, but not limited to, local associations, women, youth and displaced persons.
- Report on conflicts prevented and lessons learned.
- Design, organize, implement and control local activities aiming at preventing conflicts

REQUIREMENTS:

- Advanced degree in international relations, management, or other related field.
- At least five years of experience working in post conflict settings.
- Relevant professional experience in conflict prevention programs.
- Experience in management of conflict prevention programs in post conflict environment.
- Strong interpersonal skills and ability to design and implement a comprehensive conflict prevention program.
- Experience working with USAID funding and knowledge of USAID Regulations.
- Strong Oral ability for convincing and written communication skills.

This is a long term position.

To apply for this position go online to <http://www.theIRC.org>, click jobs under South Sudan program.

IRC is an Equal Opportunity Employer

IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability. IRC is an equal opportunity employer.

Resource Development Director

ActionAid International USA
Washington, D.C.

ActionAid International (AAI) USA is the US affiliate of ActionAid International. Created in 2000, AAI USA focuses on strengthening social change movements in developing countries, working to promote people's rights and linking movements with their counterparts in the US and other developed countries. ActionAid's vision is a world without poverty and injustice in which every person enjoys the right to a life with dignity. AAI USA endeavors to shape policies and public opinion so that the devastation of world hunger, inequality, illiteracy, disease, and poverty may be curtailed. It also serves as a bridge to the world's poorest regions, providing crucial financial, technical, and communications assistance in partnership with ActionAid International offices in over 43 nations. (See www.actionaidusa.org for more information.)

After having functioned for over thirty years as a British child-sponsorship NGO with field offices in forty countries, ActionAid transformed itself into a rights-based international organization in 2003. It changed its name to ActionAid International, moved its headquarters from London to Johannesburg, South Africa, and turned its field offices into partners with an equal say in how the over-all organization operates.

Role:

The successful candidate will be responsible for managing all revenue-generating activities for ActionAid International USA. Primary emphasis is on developing an individual major gift program, though the position also involves management of foundation grants and other fundraising activities.

- Develop and manage a comprehensive, growing fundraising program to fully cover an annual domestic operating budget of approximately \$1.8 million by 2009;
- Coordinate with ActionAid's International Partnership Development (IPD) team to build relationships with key foundations and institutions and raise additional revenues for AAI's international programs;
- Respond to funding requests from other ActionAid International country programs, as resources permit and in line with AAI USA strategic priorities;
- Develop the support systems and staff resources to achieve fundraising goals; and
- Identify prospective major donor, foundation and other revenue prospects through the candidate's own networks and through ActionAid's network and contacts.

Key Relationships:

Internal: The Resource Development Director reports directly to the AAI USA Country Director. Other contacts include Board Chair and trustees, Finance Manager, Head of IPD, IPD team, Country Directors and Thematic Heads, Major Gift and Corporate fundraisers from other ActionAid offices and the International head of Major Donors.

External: individual donors, foundation staff, institutional representatives

Responsibilities:

Strategic Planning

Develop and implement strategic fundraising plan for all domestic revenue generation, in coordination with US Country Director and consistent with ActionAid's International Fundraising Strategic Plan and IPD Strategic Plan.

- Implement a strategic plan (in line with the international fundraising strategy and IPD strategic plan) to raise income from individual major donors and US foundations;
- Monitor all activities against targets and key performance indicators;
- Provide regular reporting on the progress of fundraising plan and budget; and
- Identify and develop opportunities to increase income and improve cost efficiency on an ongoing basis.

Management

Manage the development of all income from individual and foundation sources in the US

- Implement the fundraising plan with and manage other relevant staff, conducting regular supervision sessions and appraisals and identifying development opportunities;
- Communicate key strategic, organizational and external issues affecting ActionAid USA and its fundraising activities;
- Contribute to the strategic direction and management of ActionAid USA ;
- Develop and manage relationships and contracts with external suppliers; and
- Actively participate in and contribute to IPD planning, reviews, and strategic discussions.

Technical

Deliver a growing, sustainable Fundraising Program for ActionAid International USA that exceeds budgets and achieves agreed objectives

- Ensure systems are in place to manage donor and foundation relations, including supporter database, financial processing, and financial reporting.;
- Consult with the US Board Chair regarding Board development that enhances opportunities for fundraising;
- Develop and test a case for support for AAUSA;
- Establish the prospect potential – both within ActionAid’s existing networks and from the candidate’s professional and personal networks – and identify prospects to approach;
- Develop cultivation and solicitation strategies that match individual and foundation donors to priorities in AAI’s strategic plan, and to key AAI staff who would be most influential in working with that foundation or individual, using AAI’s resources to most effectively cultivate and solicit the gifts; and
- Share skills and develop relationships with International Fundraising Team and Fundraising Directors of ActionAid Affiliates and Associations.

Communications

Strengthen the profile of ActionAid USA as an organization committed to poverty and justice issues and as a reliable, transparent, accountable organization.

- Develop and maintain a thorough understanding of the NGO activities, development projects and poverty issues in order to speak effectively about ActionAid’s work to potential donors;
- Establish and maintain excellent relations with donors; and
- Represent ActionAid and make presentations to individual and select gatherings (potential donors) and develop relations on a sustained basis

Essential Related Knowledge, Skills, Experience and Behaviors

- At least seven years proven experience in high profile fundraising;
- Experience in managing relationships with high wealth individuals and senior staff in the foundation sector;
- Exceptional networking, communication and negotiation skills;
- Strong commitment to ActionAid’s mission, vision and values;
- Innovative and creative thinking, with ability to plan and implement new ideas;
- Good relationship management skills;

- Proven financial management and analytical skills including experience in planning and managing budgets;
- Proven success in meeting or exceeding targets;
- Excellent written and verbal communications skills;
- Ability to work to deadlines and prioritize workloads;
- Positive attitude; and
- Fluency to a technical level in English.

Desirable Skills and Abilities:

- Experience with Board Development;
- Experience of project start-up;
- An understanding of development and poverty issues and approaches; and
- Willingness to travel.

Salary: Highly Competitive and Commensurate with experience

Email cover letter explaining how your skills and experiences meet the needs of the position, a copy of your resume/CV and three references to the ActionAid US retained recruiter for this position:

Ms. Helena Brykarz
Recruiter
Global Recruitment Specialists
Berkeley, CA (USA)
Tel/fax: 510-527-3316
E-mail: hbrykarz@globalrecruitment.net
Web: <http://www.globalrecruitment.net>

Send resume and cover letter to

Contact Information

Helena Brykarz
Recruiter
Global Recruitment Specialists
Berkeley, CA Phone 510-527-3316
eMail hbrykarz@globalrecruitment.net
Web <http://www.globalrecruitment.net>

Head, Counter Trafficking Unit, Washington D.C.

Position Title: Head, Counter Trafficking Unit
Classification: National Program Officer (NO-C)

Type of Appointment: 1-year Fixed Term
Organizational Location: MRF Washington

General Functions:

Under the direct supervision of the Regional Representative (RR), the candidate will head the Counter Trafficking Unit, responsible for the coordination and implementation of counter trafficking programs in North America and the Caribbean region and will be responsible for the coordination and liaison with relevant US government entities who fund counter trafficking programs for IOM Missions worldwide. In particular, s/he will:

1. Oversee effective implementation for counter trafficking projects, including operational and administrative aspects, within MRF Washington, which includes, but is not limited to:
 - a. U.S. Return, Reintegration and Family Reunification Program
 - b. Caribbean Counter Trafficking Initiative
 - c. IOM Counter Trafficking Modules
2. Supervise all staff within the Counter Trafficking Unit;
3. Coordinate and develop all proposals for continuation funding, as well as identify and develop proposals for new and emerging counter trafficking areas within North America and the Caribbean;
4. Serve as the lead trainer in the delivery of IOM Counter Trafficking Training Modules within North America and the Caribbean;
5. Provide technical assistance and support for counter trafficking programs in IOM Missions within the region, including Haiti, the Dominican Republic, Jamaica and Trinidad and Tobago;
6. Provide technical assistance, as needed, to IOM Headquarters and extra-regional Missions on US government policies as they relate to counter trafficking activities, and in particular to those developing project proposals and/or implementing current counter trafficking projects funded through the US Government;
7. Act as the MRF Washington trafficking focal point, liaising with the U.S. State Department (G/TIP, PRM and other relevant bureaus and offices), USAID, Department of Labor (ILAB), Department of Justice (OVC and Civil Rights Division), Department of Health and Human Services (ORR), Department of Homeland Security (ICE),
8. Act as the MRF Washington trafficking focal point, with liaison functions with the Canadian and Caribbean governments;
9. Represent IOM's global counter trafficking programs during meetings, events, seminars and workshops within Washington and the region, identifying emerging issues and serving

as the liaison between IOM and other intergovernmental organizations, the US and other governments, non-governmental groups, media, and academia, identifying potential new collaborative partners and relationships for IOM's global counter trafficking programs;

10. Undertake duty trips as necessary to attend relevant meetings and monitor project implementation in the field;
11. Perform such other duties as may be assigned.

Qualifications:

Education: Master's level University degree, preferably in Political, Social Science or Business Administration, or a combination of equivalent training and experience.

Technical Competencies:

- o Field experience in the area of migration assistance, in particular with reintegration and assistance to vulnerable groups,
- o Sound knowledge of program implementation and familiarity with financial and business administration
- o Sound knowledge of funding mechanisms for counter trafficking programs within the United States Government
- o Ability in developing liaison with governmental and diplomatic authorities as well as with international institutions
- o Sound project development and project management skills
- o Strong background in institutional and capacity building

Personal/Interpersonal Skills:

- o Ability to supervise and direct staff
- o Stamina, determination, commitment and adaptability in the workplace
- o Excellent communication and negotiation skills
- o Drive for results and effective resource management skills
- o Operational experience in North America and/or the Caribbean
- o Sensitivity toward other cultures and dedication to strengthening regional cooperation
- o Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- o Ability to lead a team effectively in order to achieve the desired goals.

Languages: Thorough knowledge of English; knowledge of Dutch, French or Spanish an advantage.

Applications due by July 11, 2006. Please submit a C.V. and cover letter to mrfwashington@iom.int

AG Mediation Director, Maryland Department of Agriculture, Maryland

Please mail your completed State application to:
MD HUMAN RESOURCE OFFICE
Testing Unit, Room 304
50 Harry S. Truman Parkway
Annapolis, Maryland 21401

****REVISED BULLETIN****

APPLICANTS WHO PREVIOUSLY SUBMITTED APPLICATIONS FOR THIS ANNOUNCEMENT

NUMBER DO NOT HAVE TO RE-APPLY.

THIS IS A POSITION SPECIFIC RECRUITMENT FOR THE MARYLAND DEPARTMENT OF

AGRICULTURE. THIS LIST OF ELIGIBLES WILL BE USED TO FILL THIS POSITION/FUNCTION ONLY. PERSONS INTERESTED IN FUTURE VACANCIES WILL NEED TO

REAPPLY AT THAT TIME.

LIMITED TO INDIVIDUALS WILLING TO WORK IN ANNAPOLIS, MD RECRUITMENT FOR: AG MEDIATION DIRECTOR (ADMINISTRATOR II)

06-2587-932 (List both the title and announcement number on your application.)

SALARY: \$42,026 - \$67,280 (effective 07/01/06)

LOCATION: ANNAPOLIS, MD

CLOSING DATE: MONDAY, JUNE 19, 2006

POSITION DUTIES: This position is responsible for developing, directing, and maintaining external mediation and collaborative facilitation programs for the Maryland Department of Agriculture, agricultural producers, and those with whom they have conflicts. The successful candidate will be a creative self-starter who will promote the use of mediation and other collaborative problem solving processes; suggest innovative ideas for improving all mediation and facilitation programs; develop databases and use spreadsheet software to generate reports; travel statewide to various locations for the purpose of promoting and overseeing mediation; schedule mediation; design and conduct training programs for mediators; plan and implement local and statewide conferences and meetings; and write reports. The successful candidate must be proficient in Microsoft Word, Excel, and Power Point or other publishing software products.

MINIMUM QUALIFICATIONS: Each candidate must:

Education: Have a bachelor's degree from an accredited college or university. Experience: Have six years of experience in administrative or professional work. One year of this experience must have involved the supervision of other employees or exercising responsibility for program development.

AND

SELECTIVE QUALIFICATIONS: (1) One year of the required work experience must include work experience implementing mediation initiatives. PREFERRED QUALIFICATIONS: Completion of a basic mediation training program is desired.

Notes:

1. Educational credentials from foreign countries must be evaluated by an approved education review service. For further information, you may call international Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925.
2. Additional experience in administrative or professional work may be substituted on a year-for-year basis for the required education.
3. Additional graduate level education at an accredited college or university may be substituted for the required general experience at the rate of 30 semester credit hours for one year of the required general experience.

LICENSES, REGISTRATION AND CERTIFICATES

Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

LIMITATIONS ON SELECTION: Must be willing to work in Annapolis.

SELECTION PROCESS: Applicants who meet the minimum qualifications will be admitted to the examination for this classification. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) list for at least one year. EXAMINATION: The examination will consist of a rating of your education, training, and experience related to the requirements of the position. The rating will be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

TO APPLY: Applications will be evaluated based on the materials submitted in relation to the above position responsibilities and requirements. Therefore, it is important to provide complete and accurate information.

Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS 100). All applications must be received or mailed by the closing date.

Issued: 06/2006/2587/ash INFORMATION FOR APPLICANTS:

Applications: Applications may be obtained by visiting: www.dbm.maryland.gov; by writing to MDA Human Resources Office, Testing Unit, 50 Harry S. Truman Parkway, Annapolis, Maryland 21401; or by calling 410-841-5840, toll-free: 1-800-492-5590; TTY users call Maryland Relay Service, 1-800-735-2258. Your application is part of the examination

process. Answer each question fully and clearly. Photocopies are acceptable provided there is an original signature and copied on standard paper (8 ½" x 11"). A receipt will be mailed if a self-addressed stamped envelope is attached.

Qualifications: You must possess the minimum qualifications before you may be selected for a State job. Verification will be completed by the appointing authority. If you are scheduled to complete an educational or licensing requirement within six months of the examination, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of an examination.

Credit is given for relevant part-time, temporary or volunteer experience based on the number of hours worked per week. You must include on your application the time you spent in such activity. You must be legally authorized under the United States Immigration Reform and Control Act to be hired in the position for which you apply. **Eligibility:** Applicants will be notified when and where to appear for written, oral or demonstration examinations. Some examinations may consist of an evaluation of relevant training and experience. If further information is needed, notice will be sent to the candidate. Candidates who

do not meet the minimum qualifications for the classification for which they apply, will not receive a ranking and their name will not appear on the eligible list. **Physical Examination:** Eligible candidates may be required to pass a job-related physical examination.

Director, Georgia Office of Dispute Resolution, Georgia

The Director of the Georgia Office of Dispute Resolution is responsible for the operations of the Office and reports directly to the Commission on Dispute Resolution. The Director also has a reporting relationship to the Georgia Supreme Court through the Court's liaison to the Commission. The Georgia Office of Dispute Resolution is the administrative arm of the Supreme Court's Commission on Dispute Resolution, which is responsible for establishing policies necessary to develop, support and enhance a comprehensive state-wide court-connected alternative dispute resolution system. The Director supports the responsibilities and activities of the Commission and supervises the work of three staff members as well as contract professionals and interns. Work involves independent judgment and discretion in performing duties and responsibilities. The ability to work a 5-day, minimum 40-hour week is an essential function of this position.

Major Duties and Responsibilities: The examples provided do not represent all of the duties that the incumbent of this position may be required to perform.

- A. The Director promotes the needs, concerns, and interest of the Georgia Commission on Dispute Resolution, and, in particular:

1. Maintains a registry of neutrals qualified to serve in court-connected ADR processes, including but not limited to determining whether applicants qualify for registration as a neutral;
2. Approves training that will support applicant registration;
3. Assists the Committee on Ethics of the Georgia Commission on Dispute Resolution in managing the ethics complaint procedures;
4. Recommends and maintains high standards of practice for the use of court-connected ADR;
5. Promotes and maintains informed and cordial relations with the public, the ADR community, the legislature, the judiciary and the bar;
6. Serves on relevant committees and task forces within and outside of the Judicial Branch;
7. Attends conferences and seminars to the extent resources permit and stays current with developments in the field, particularly court-connected ADR;
8. Advises the Commission on future directions in the field of ADR;
9. Plans and implements special projects as may be necessary;
10. Provides counsel and advice to the Commission on Dispute Resolution with respect to the legal and administrative responsibilities of the Commission;
11. Promotes the appropriate use of ADR through educational and orientation activities throughout the State;
12. Plans and implements an annual, multi-day ADR conference, in collaboration with the State Bar of Georgia;
13. Assures timely and accurate follow-up to all Board and Committee actions;
14. Drafts ethics opinions or other letters for the Commission;
15. Plans agendas for and attends all Commission meetings; and,
16. Performs such other duties and responsibilities as the Commission may from time to time assign.

B. The Director formulates and proposes rules, guidelines, standards and procedures as requested by the Commission and prepares recommendations for the Supreme Court of Georgia and the Georgia Commission on Dispute Resolution, and, in particular:

1. Staffs and supports the Commission on Dispute Resolution;
2. Initiates and oversees research for policy development;
3. Plans and carries out policy implementation;
4. Works with the Supreme Court Clerk's office to ensure ADR rules are included in the appropriate legal compendiums;
5. Provides ADR technical assistance to the courts and local programs; and,
6. Attends every Commission meeting and meets regularly with the Commission's committees and task forces.

C. The Director prudently and efficiently manages the fiscal affairs of the Office, and in particular:

1. Oversees expenditures of the Commission's state, registration and grant funds and makes a budget report to the Commission; and,
2. Develops and presents the Office's budget to the Judicial Council and the state legislature, in partnership with the Administrative Office of the Courts.

D. The Director directs and efficiently manages functions of the Georgia Office of Dispute Resolution, and, in particular:

1. Hires, supervises and manages staff;
2. Develops staffing needs, office policies and procedures, and workflow;
3. Expands the use of technology to meet the needs of the office and the public.

E. The Director ensures that the Georgia Office of Dispute Resolution fulfills its education and resource role, and, in particular:

1. Oversees the collection of data and the preparation of an annual report on ADR in Georgia courts;
2. Oversees web page information, printing, publication and video projects, including the Office's newsletter, *The Symposium*;
3. Speaks before groups to explain the work and goals of the Commission;
4. Acts as a resource to the judiciary and the public on issues pertaining to court-connected ADR;
5. Oversees the continued development and maintenance of a resource material collection on ADR;
6. Provides training of mediators for court-connected programs as needed;

7. Provides training and education to the bench, bar and public on ADR;
8. Provides advice on legislative matters touching on ADR services.

Knowledge, Skills and Abilities:

1. Ability to express ideas clearly and concisely, both orally and in writing;
2. Ability to maintain high standards of integrity and observe the confidentiality of Office and Commission matters;
3. Ability to write a mediation ethics opinion, incorporating past relevant decisions, statutes, rules, and regulations;
4. Ability to conduct an ethics investigation in a government setting;
5. Ability to run a state-wide ADR office with a demonstrated record of providing leadership in complex environments;
6. Ability to work effectively with legal and court personnel, ADR providers, and the public at large;
7. Ability, with a demonstrated record, of successfully initiating, developing and managing complex government research and action projects;
8. Excellent organizational skills;
9. Ability to read and interpret case law, statutes and rules and regulations;
10. Some knowledge of the legislative process and familiarity with the work of various government agencies;
11. Knowledge of the Georgia court system;
12. Knowledge of, and experience with, the principles and practices of office management;
13. Ability to oversee the expenditure of the Office's funds and knowledge of the state budget process;
14. Ability to train mediators with demonstrated experience in training or teaching in the field of ADR required;
15. Ability to serve as a formally trained mediator in court-connected cases;

16. Ability to plan, organize, direct and coordinate the activities of the Office;
17. Ability to work with, and guide, a volunteer Commission;
18. Knowledge of the Georgia Supreme Court's ADR Rules together with appendices;
19. Knowledge of court-connected ADR, particularly court-connected mediation;
20. Skills in the operation of a personal computer, including word processing, spreadsheets and database management programs;
21. Ability to manage and improve a SQL server database;
22. Ability to drive an automobile; and,
23. Ability to work a 5-day, 8 hour per day work week.

Minimum Qualifications:

1. B.A. or B.S. degree and a J.D. degree.
2. Extensive formal training as well as extensive actual experience in mediation required. Formal training and actual experience in other dispute resolution processes are a plus.
3. Registration or certification as a mediator.
4. Five years of relevant and successful experience in the field of ADR.
5. Five years of relevant and successful experience as an attorney.
6. Must be able to satisfactorily complete a criminal background check
7. Experience in public policy development and implementation is strongly preferred.
8. A valid driver's license; must be able to obtain a valid Georgia driver's license.
9. An Active license to practice law in some state is required. Licensure in Georgia preferred.

Working Conditions: Quiet setting

Physical Demands: Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms. May be required to transfer up to 25 pounds.

Communications: Conveys and receives information in person, over the telephone, via regular and e-mail.

<http://godrdirectorposition.org> <<http://godrdirectorposition.org/>>

Director of Education Programs, Ohio Commission on Dispute Resolution & Conflict Management

Date Posted: June 19, 2006

Job Description:

The Ohio Commission on Dispute Resolution & Conflict Management, a state agency located in downtown Columbus, seeks a Director of Education Programs. The Director of Education Programs is responsible for dispute resolution and conflict management program development and service delivery related to Ohio schools and universities. The Director provides leadership to initiate and sustain innovative school and university-based conflict management and dispute resolution programs and to deliver quality services to support the design, implementation, and evaluation of these programs. The Director also assists in the development of resource materials and training, plans statewide special events, provides technical assistance, conducts presentations and workshops, and responds to a wide variety of information requests. This position is an exempt, full-time, permanent position offering excellent state benefits. The salary range for this position is \$40,000 - \$46,000, commensurate with experience and salary history.

Qualifications:

Qualified applicants will have experience with project management and program development in the private or public sectors and will have completed an undergraduate degree. Applicants should be familiar with dispute resolution and conflict management programming and service delivery, school-based programming and professional development, school violence prevention or a closely related field. Knowledge of state and local government is desirable. Qualified applicants will have excellent interpersonal skills, writing and oral communication skills, will be able to successfully manage multiple tasks and to leverage resources by partnering with a broad range of agencies and not-for-profit organizations. He or she must also be comfortable working as a team with other staff members to integrate program areas and to develop linkages among related projects.

About the Commission:

The Commission is a state agency that provides dispute resolution and conflict management

resources, training, and direct services to state and local government, courts, communities, schools, colleges, and universities. Cutting across political, economic, and social boundaries, the Commission has pioneered problem-solving methods and initiated programs that provide alternatives to fighting, impasse, and litigation. Through its accomplishments, the Commission has gained recognition as the most comprehensive state dispute resolution program in the country.

Created by legislation in 1989, the Commission consists of 12 volunteer members appointed by all three branches of state government. The Commission has a staff of six. For more information regarding the Commission please visit www.disputeresolution.ohio.gov.

Application process:

Interested candidates should submit a letter of interest demonstrating job qualifications, resume, and three professional references to Maria Mone, Executive Director, The Ohio Commission on Dispute Resolution and Conflict Management, The Riffe Center, 77 S. High Street, 24th Fl., Columbus, Ohio 43215-6108,

E-mail: mmone@cdr.state.oh.us. Resume review begins immediately and will continue until the position is filled.

Coordinator for the Constructive Engagement of Conflict (CEC) Program

The United World College-USA is seeking a full time Coordinator for the Constructive Engagement of Conflict (CEC) Program. The CEC Coordinator responds directly to the Dean of Co-Curricular Programs .

BRIEF SUMMARY DESCRIPTION

The CEC Coordinator oversees all campus and locally-based program activities related to the CEC program. As a program leader working directly with a multicultural, adolescent population, he/she oversees, facilitates, and evaluates a variety of campus and community activities that enable students to acquire conflict engagement skills, demonstrate ethical leadership, and serve local communities in peace promoting ways. He/she understands relationship based and service learning educational models, is a skilled facilitator, and has an in depth understanding of the factors involved in addressing different types of conflict.

MINIMUM QUALIFICATIONS / REQUIREMENTS

Masters (Bachelor's degree will be considered if matched with proven successful experience) in an applicable social science field, such as counseling, social work, conflict resolution, peace and conflict

studies, psychology, education, etc. 2 years of work experience with adolescents as a trainer/educator related to youth leadership development. 2 years of work or professional experience as a facilitator of conflict management processes (e.g., mediation, restorative justice, therapeutic groups). Must be available to work flexible hours, including some evenings and weekends. The UWC-USA is a boarding college-preparatory school. It enrolls 200 students in grades 11 and 12. All students follow the International Baccalaureate Diploma Program. Twenty five percent of the students come from the USA ; the other 75% represent 89 different countries. Students are admitted on the basis of merit.

Applications may be picked up at the United World College-USA, Old Stone Hotel, 5 miles NE of Las Vegas,

and mailed to the United World College-USA, Human Resource Office, P.O. Box 248 , Montezuma , NM 87731 .

Applicants may also obtain an application from the United World College-USA website at www.uwc-usa.org .

Applications will be accepted until July 14, 2006. Equal Employment Opportunity Employer.

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.

Executive Director, The Deliberative Democracy Consortium

The Deliberative Democracy Consortium (DDC) is a network of more than 20 research and practitioner organizations working to renew democracy through citizen participation and deliberation. The mission of the Consortium is to bring together practitioners and researchers to support and foster the nascent, broad-based movement to promote and institutionalize deliberative democracy at all levels of governance in the United States and around the world.

The Consortium is committed to the following goals:

- * Demonstrate national public deliberations on critical policy issues using multiple methods to support participation
- * Integrate online and face-to-face approaches
- * Identify and begin to develop the elements of a national infrastructure for democratic deliberation that is
 - connected to local capacity
- * Integrate research and practice in the field
- * Reduce barriers to inclusion for any reason

The Executive Director of the Deliberative Democracy Consortium will have substantial knowledge of the field of Deliberative Democracy from a practice as well as a research perspective. He or she will demonstrate exceptional, proactive leadership and management skills, in particular as these skills relate to leading an all volunteer organization. Working with the membership, the Executive Director will increase the visibility of the Consortium, and creatively expand its role in the field.

The Executive Director will have significant experience in raising funds as well as existing relationships with funders in the field. The Consortium operates via an Executive Committee and four task groups: Research and Practice, Online Deliberative Democracy, Link to Government, and Organization and Strategic Planning. The Executive Director reports to the Chair of the Executive Committee and works closely with each task group, initiating and helping to manage implementation of their work plans.

Salary commensurate with experience.

For more information, contact:

Carolyn J. Lukensmeyer
Chair, Deliberative-Democracy Consortium
Founder & President, AmericaSpeaks
(202) 775-3939 x 105

Program Assistant for International Programs, Lutheran World Relief, Maryland

The Program Assistant for International Programs provides substantive, logistical, and administrative support to the Vice President for International Programs (VPIP). S/he serves as the focal point for coordination across regions and between headquarters and regional offices in the areas described below. Some international travel may be necessary; otherwise responsibilities are carried out at headquarters in Baltimore, Maryland, USA. Occasional domestic travel may be required.

DUTIES AND RESPONSIBILITIES:

Departmental Coordination

1. Develop systems and processes to ensure information flow with and between regional offices.
2. Schedule and coordinate International Programs Division meetings and retreats, including the quarterly departmental meetings and periodic departmental retreats.
3. Support the planning, execution, documentation, and coordination of LWR's strategic planning, annual planning, and evaluation, organizational effectiveness, and learning processes, as requested.
4. Coordinate production of International Programs Department reports, including the President's Reports, Accomplishments Reports, bi-annual Division of Global Mission reports, proposals, the International Programs Manual, and the Overseas Manual. Work with the executive assistant in compiling documents for presentation to the board of directors.

Research and Writing

1. Conduct research and prepare reports on specific program-related issues as requested by the Vice President for International Programs.
 2. Coordinate development of the program monitoring database.
 3. Conduct research and prepare reports on LWR's program activities, using the program monitoring database, grants files, and interviews with staff.
 4. Conduct research and prepare drafts to assist with proposal and report writing.
- Support to the Vice President for

International Programs

1. Read, sort, and route all incoming correspondence for the VPIP, reply to routine correspondence, and draft responses to correspondence as requested.
2. Maintain meeting schedules and appointments, make travel arrangements, screen telephone calls, and send faxes for the VPIP.
3. Assist VPIP in the coordination of interns' tasks and projects.
4. Remain familiar with the administrative work of Regional Teams and of the executive assistant. Fill in or backstop for program assistants and the executive assistant in their absence or at times of

heavy workloads.

5. Assist with proposal writing and documentation of lessons learned as needed.

Teamwork

1. Actively engage in the development and periodic review of LWR's strategy, policies, procedures, manuals, and guidelines.
2. Actively work as part of the International Programs Department to develop the three-year program strategy paper and annual operational plan.
3. Provide support to the International Programs Department to ensure a timely response to disasters and complex emergencies.

Policy and Advocacy

1. Assist the VPIPL in keeping abreast of, and report on, social, political, environmental, and economic trends in the regions in which LWR works.
2. Assist the VPIPL in working with the Public Policy and Community Engagement Department to guide and strengthen LWR's advocacy work in the US by sharing timely information from partners and about developments in the region.
3. Assist the VPIPL in working with the Public Policy and Community Engagement Department on development and implementation of the annual advocacy strategy.

Fundraising and Constituent Education

1. Assist the VPIPL in working with regional directors and associate directors to develop an annual grant-seeking strategy, to facilitate contracts between partners and funders based in the region, and to monitor funded projects.
2. Assist the VPIPL in working with the Mission Advancement Unit on organization-wide fundraising efforts and related documentation.
3. Assist the VPIPL in working with the Communication Department to plan and conduct study tours and production of publications and videos.

Additional Qualifications:

CORE COMPETENCIES

1. Deep commitment to LWR's core values; ability to model those values in relationships with colleagues and partners.
2. Bachelor's degree in a relevant field or the equivalent. A master's degree is highly desirable.
3. Effective written and verbal communications skills in English. Some Spanish or French language skills preferred.
4. Knowledge of sustainable development and humanitarian response issues. Practical and intellectual familiarity with the specific countries where LWR works.
5. Demonstrated experience in office administration.
6. Ability to be accurate and attentive to detail in project tracking and monitoring, writing, editing, typing, and filing.
7. Demonstrated experience in research and issue analysis and experience with grant making and

proposal writing preferred.

8. Experience with an international development or relief organization is highly desirable.

9. Ability to be accurate and attentive to detail in writing, editing, typing, and filing.

10. Ability to prioritize, organize, and carry out multiple tasks efficiently under pressure and with little supervision; ability to accept supervision.

11. Highly proficient in using Word, Excel, Access, Publisher, Outlook, map-making, e-mail, and web browser software.

12. Good interpersonal skills, ability to be both a team leader and a team player and to work with people of varied backgrounds.

How to Apply:

SALARY AND TERMS: Salary is negotiable and commensurate with experience. This full-time position is in the grade level 22. The entry-level salary for this position is \$38,488. This position is an exempt position from the fair labor standards act. An excellent benefit package is offered. Please note that, upon hire, employees must provide proof of legal eligibility to work in the United States of America.

IF INTERESTED, SEND COVER LETTER, INCLUDING SALARY REQUIREMENTS, AND RESUME TO:

hr@lwr.org

Human Resources Department

Lutheran World Relief

700 Light Street

Baltimore, MD, 21230

USA

Fax: (410) 230-2844

NO PHONE CALLS PLEASE

Job posted on: June 27, 2006

<http://www.idealists.org/en/jobs/11111-188/182097-65>

Energy Action, Washington D.C.

Operations Manager

***ABOUT ENERGY ACTION AND THE CHALLENGE ***

Energy Action Coalition, founded on June 6th, 2004, is a project of 25 major environmental and social justice organizations

in the U.S. and Canada working to unify the growing student and youth movement for clean energy. This fall, the coalition

is launching The Campus Climate Challenge ("The Challenge") - a 3-year campaign with over 40 dedicated staff from the

coalition. The Challenge aims to engage one million youth on over 700 college campuses to make their campuses models of sustainability and to influence local, state and national climate policy.

POSITION DESCRIPTION

The Energy Action Operations Manager runs day-to-day internal coalition communications including planning meetings and calls and helping to streamline and facilitating project budgets and proposals. The Operations Manager is also responsible for administering financial and budget, including foundation reports. Other specific responsibilities:

- Assist with grant reporting and donor cultivation;
- Maintain database of funder meetings, reports and proposals;
- Oversee budget tracking and projections and prepare budget reports;
- Assist with tracking fundraising success;
- Manage the distribution of funds to coalition partners, including the signing and revising of all related accountability documents

Additional Qualifications:

SKILLS AND REQUIREMENTS

- Excellent planning and project management skills;
- Experience in accounting and business management;
- Experience in non-profit fundraising;
- Detail oriented and highly organized;
- Excellent writing skills.

DIVERSITY

The Energy Action Coalition highly values diversity and encourages applicants from traditionally marginalized groups to apply for positions within the coalition. Energy Action has adopted the Principles of Environmental Justice, the Principles of Climate Justice, and the Principles of Working Together as operating principles for the Coalition. We seek to reflect this through our hiring and operations.

How to Apply:

Send cover letter and resume, including salary requirements to Billy Parish: billy@energyaction.net. Please

include the job title in your email subject.

Job posted on: June 27, 2006

Communications Director - Campus Climate Challenge

ABOUT ENERGY ACTION AND THE CHALLENGE

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is launching The Campus Climate Challenge (“The Challenge”) – a 3-year campaign with over 40 dedicated staff from the coalition. The Challenge aims to engage one million youth on over 700 college campuses to make their campuses models of sustainability and to influence local, state and national climate policy.

POSITION DESCRIPTION

The Challenge Communications Director oversees development and implementation of the Campus Climate Challenge communications strategy in coordination with communications staff from coalition partners. The Communications Director also seeks out new media and communications partnerships and opportunities for the Challenge, and engages and supports coalition partners in strengthening methods of empowering students and campus groups to cultivate their own media, particularly the internet, local TV, radio, campus and local media. Other specific responsibilities:

- Coordinate preparation and distribution of media materials including press releases, sample LTEs, media guides and media related materials.
- Coordinate strong media training at all Energy Action Coalition conferences and summits.
- Work closely with the Challenge webmaster to develop and coordinate new media projects and review and develop strong website content.

Additional Qualifications:

SKILLS AND REQUIREMENTS

- Excellent planning and project management skills;
- Experience working with traditional and new media;
- Excellent media and messaging skills;
- Experience working with students and youth;
- Knowledge of and experience with global warming and clean energy advocacy;
- Excellent writing skills;
- Problem solving skills;
- Analytical skills;
- Ability to travel.

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include the job title in your email subject.

Job posted on: June 27, 2006

Campaign Director - Campus Climate Challenge

The Challenge Director is responsible for managing the Challenge campaign across the U.S. and Canada. Specific

responsibilities include:

- Develop a year-long campaign plan, in conjunction with coalition partners.
- Facilitate the development of all essential Campus Climate Challenge resources and tools (website, outreach brochure, toolkit.).
- Work with coalition partners to roll out campaign within their networks, provide ongoing training, consultation and coordination.
- Track progress towards Challenge organizing goals.
- Assist in development of and oversee implementation for a communications strategy.
- Assist with and oversee partnership development and special events planning
- Meet fundraising goals for the campaign.
- Train and oversee campaign staff to accomplish the above. These staff include: Communications Director and Partnerships Director.

Additional Qualifications:

- Excellent planning and project management skills;
- Experience running large-scale grassroots campaigns;
- Experience working with students and youth;
- Knowledge of and experience with global warming and clean energy advocacy;
- Excellent writing skills;
- Good media and messaging skills;
- Problem solving skills;
- Analytical skills;
- Ability to travel.

DIVERSITY

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Job posted on: June 27, 2006

Community Organizer, Center for Health, Environment and Justice, Virginia

The Center For Health, Environment and Justice (CHEJ) is celebrating its 25th year of empowering groups across the nation to protect their communities from the health risks posed by contamination of their soil, air, water or food. CHEJ does this by providing organizing, technical and research assistance, and by coordinating nationwide issue-focused campaigns, and by building a movement, from the bottom up.

The Center is working to harness the power of the grassroots to curtail the polluting power of industry and government. Our executive director, Lois Marie Gibbs, who was the community leader at Love Canal, New York, founded CHEJ in 1981. For more information, visit <http://www.chej.org>

Specific Responsibilities:

Organizing:

- Assists community leaders, primarily through the telephone with community organizing and capacity building assistance.

Training/Leadership Development/Networking:

- Provide training in communities or at other events.
- Identify opportunities to bring group leaders together to learn from each other, develop collective strategies, deepen relationships and widen group leaders understanding of applicable issues.
- Network, plan activist activities collaboratively with other departments and organizations, and act as the CHEJ liaison with other organizations on a selective basis.

Publications/Information:

- Develop or assist in the development of publications that assist groups in getting started,

developing strategies, building organizational capacity and others as needed.

Additional Qualifications:

- Strong writing, public speaking, training, interpersonal and organizational skills.
- National, state or local organizing, training, and advocacy experience preferred.
- Knowledge of the environmental and environmental health issues helpful but not necessary.
- Ability to travel (overnight and occasional weekends) required.
- Commitment to working for social justice.

How to Apply:

CHEJ offers a generous benefits package including health, life and disability insurance, annual and sick leave and 401(k) retirement plan.

CHEJ values diversity and encourages applications from women and people of color. EOE.

Send a letter of interest, resume, references and salary requirements to:

sfranklin@chej.org Re: Organizer Position or, CHEJ/ Organizer, P.O. Box 6806, Falls Church, VA 22040, or fax to (703) 237-8389.

Position opened until filled.

Job posted on: June 27, 2006

Senior Strategist, Families USA, Washington D.C.

Families USA is conducting a search for a Senior Strategist to play a lead role in developing and implementing the organization's new initiative, focused on expanding NIH funding for the development of treatments and vaccines for diseases prevalent in developing countries. The position presents an opportunity to play a key role shaping a new initiative within an established advocacy organization.

The Senior Strategist will report directly to the project director and work closely with Families USA's Government Affairs, Publications, and Communications departments. Job responsibilities include:

- Lead role in developing and implementing a strategic advocacy plan that will guide project activities.
- Initiate and maintain contacts with members of the global health advocacy community.
- Assist in recruiting and maintaining contact with members of the project Advisory Board.
- Lead role in planning and conducting meetings with the Advisory Board and members of the advocacy community.
- Researching and drafting educational publications supporting the goals and objectives of the initiative.

- Interacting with members of the press, Congress and Congressional staff.
- Working with outside consultants on specific projects.
- Supervising analysts, research assistants and interns working on the initiative; and
- Provide leadership in overall planning and implementation of the initiative's short- and long-term direction.

Candidates for the position should have excellent writing skills, several years experience in health care advocacy. An advanced degree, familiarity with NIH operations, and experience working in international advocacy and on NIH appropriations, are highly desired.

Qualified bilingual (English and Spanish) and minority candidates are strongly encouraged to apply. Salary will be commensurate with experience. Generous fringe benefits are provided.

EOE/AA

Additional Qualifications:

How to Apply:

Interested candidates should email resume to:

globalproject@familiesusa.org (please note job title in subject line)

or send resume send to:

Senior Strategist

Families USA

1201 New York Ave., N.W., Suite 1100

Washington, DC 20005

Job posted on: June 27, 2006

Program Manager, Oakland Mediation Center

Oakland Mediation Center, a community dispute resolution program concentrating on mediation, has a full-time position available. The Program Manager will be responsible for managing the Center's specialty mediation programs, such as: Access & Visitation, Adult/Child Guardianship, Divorce, Special Education and many more.

Persons wishing to apply for this position must have the following:

- ? Facilitative mediation training and experience
- ? Excellent oral, written and customer service skills
- ? Ability to work independently
- ? Ability to multi-task in a fast-paced working environment
- ? Interest in working with volunteers
- ? Detail oriented
- ? Self-motivated
- ? Excellent computer skills

The main duties for this position include:

- ? Manage and coordinate all specialty mediation programs
- ? Conduct intake and develop cases
- ? Schedule mediations and assigns mediators to case
- ? Maintain necessary mediation forms for each program
- ? Review and check court forms for accuracy upon completion of mediation
- ? Assist volunteers in correctly filling out the required forms
- ? Mentor volunteers in facilitative mediation skills and techniques
- ? Maintain case management database

Additional Qualifications:

How to Apply:

Please send cover letter & resume to:

Camelia Ureche, General Manager

Oakland Mediation Center

550 Hulet Drive, Suite 102

Bloomfield Hills, MI 48302

Fax: (248) 338-0480

E-mail: camureche@mediation-omc.org

Job posted on: June 27, 2006

New York City Field Organizer, The Save Darfur Coalition, NYC

The Save Darfur Coalition <http://www.savedarfur.org>, an alliance of more than 160 faith-based, humanitarian, and human rights organizations, seeks experienced organizers immediately to mobilize for a large-scale rally and march September 17th, 2006 in New York City. The events will coincide with the United Nations General Assembly session, as part of a campaign to end the genocide in Darfur and resolve the humanitarian crisis. The rally will feature speeches by leading national and international opinion-makers and musical performances by top artists. The march will coincide with the rally. Related, smaller events will take place in the week prior to the rally.

SUMMARY

Four New York Field Organizers will work with the New York Rally Director, Save Darfur Coalition staff in Washington, DC and M+R Strategic Services staff in New York.

Field Organizers, working with the Rally Director, are responsible for developing and implementing a detailed outreach/crowd-building plan to identify and engage participants within

their assigned target audiences. Field Organizers will also assist in recruiting volunteer staff and, in the weeks immediately prior to the rally, play key roles in facilitating the event and logistical support.

Field Organizers report directly to the Rally Director.

DUTIES AND RESPONSIBILITIES

- Develop a detailed outreach strategy designed to recruit the number of participants targeted from assigned communities;
- Develop strong relationships within the targeted communities and secure support and commitments from organizations and leaders;
- Identify and create opportunities to promote the event and identify participants;
- Draft and develop recruitment materials as necessary;
- Distribute recruitment materials and information throughout communities and/or in specific target areas;
- Attend meetings of and/or conduct presentations to civic organizations, communities of faith, students, other associations and groups;
- Identify media and internet outreach opportunities and develop responses with Rally Director;
- Draft and distribute detailed recruitment updates and reports;
- Participate in weekly telephone conference calls with Save Darfur Coalition working groups and committees;
- Performs miscellaneous job-related duties as assigned.

Additional Qualifications:

- Proven ability to organize in diverse communities, and a willingness to work long hours and weekends when necessary.
- Strong communications, organizational, and writing skills are essential, as is the ability to multitask in a fast-paced work environment.
- Successful candidates will be flexible and have a professional and friendly demeanor, excellent interpersonal skills, and a good sense of humor

How to Apply:

Please submit resume and cover letter to SaveDarfurJobNY@gmail.com

Project Manager/Consumer Rights Protection Expert, Ukraine

Duration of Employment: July 2006 - 31 December 2007

Full time

Duty Station: Kyiv, Ukraine

Duties and Responsibilities:

Under overall guidance from UNDP Resident Representative/Deputy Resident Representative and Programme Manager and in close consultations with EC, national project partners, and NGO sector, the Project Manager will be responsible for implementation of the project in accordance with the Project Document and Approved Work plan:

Responsibilities:

Provide cutting edge policy advice to national stakeholders; Design and assist in the formulation, implementation, and monitoring of substantive project activities in line with the project documents and work plans; Supervise and manage the Project Staff and/or external short-term consultants, lead and coach the project team in both substantial and operational issues; Ensure the services provided by short-term consultants, including production of knowledge projects and reports, are adequate and of good quality Ensure the participation and involvement of relevant stakeholders in project activities so as the process is inclusive, participatory and transparent; Draft necessary strategic documents concerning project implementation, such as policy papers, results frameworks, work plans etc; Develop Terms of Reference for project consultants/experts hired on the short term basis and ensure proper delivery of technical services and submission of technical and other reports; Organize workshops and outreach activities as planned in the project document; Keep an updated information on the legislative documents issued by the Government of Ukraine on consumers rights protection; Ensure the highest quality of the delivered outputs and timely prepares reports on achievements and challenges to UNDP and the EC, as envisaged by the project document; Ensure that UNDP/EC rules and regulations concerning finance, procurement and human resources are adhered and followed; Ensure delivery of resources and results according to planned targets, Establish and maintain partnerships with stakeholders while simultaneously staying on the cutting edge of global development issues and the field of the consumer rights protection; Undertake day to day management of the project, including smooth project implementation, efficient use of funds; Participates and contributes to the regular monthly Program Managers' Meetings at UNDP. Similarly, participates as required in the UNDP staff meetings and, as appropriate, conducts learning sessions.

Assumes direct responsibility for managing the project budget. Ensures that project funds are available when needed and disbursements achieved as per the work plans. Ensures appropriate recording and accounting documentation as required by UNDP and EC and preparation of required financial reports. Makes the financial operations of the project transparent and stands up to regular audits. Ensures documentation of the experience of UNDP assistance through the project and its dissemination through the Country Office. In this regard, prepares quarterly and annual reports, publication serials and information/communication materials. Similarly, ensures use of UN and other web sites for dissemination of information in line with EU visibility requirements; Supports the Country Office in partnership building with and mobilization of resources from government, non-government, private sector and international development partners. This will include the

preparation of strategies and proposals, organization of regular donor meetings and field visits;
Ensures the development of cross-project linkages with other relevant UNDP and EC projects and programmes for mutually reinforcing impact;
Perform other duties as assigned by management

Qualifications:

Advanced University Degree in a relevant discipline Possess analytical skills particularly with strong understanding of consumer rights protection issues in the context of Ukraine and personal commitment and dedication to improving and strengthening the system of the consumer rights protection;
Minimum 10 years of professional working experience in the area of consumer rights protection or public administration, or civil society development, or project management
Previous experience in at least one major project of comparable size in fields of consumer rights protection in a developing or transition country in the past three years; experience in NIS- or CEEC-Country would be an asset Experience in assessing and developing administrative capacity and to address issues of the consumer rights protection; experience in this field in a NIS- or CEEC-Country would be an asset Familiarity with technical assistance projects, experience with international organizations in cooperation with the Government, familiarity with UNDP/EC rules and procedures would be an advantage; Good understanding of the decision-making process on government level in Ukraine; Qualified to manage a team composed of expatriate and local technical specialists; Qualified to assess, supervise and co-ordinate technical work in the field relevant to the project; Skills to ensure good communication with the Project Partners and other stakeholders of the relevant field and in general good intercultural communication skills; Proven experience on establishment contacts with Government on central and local level, as well as with NGO and private sector; Strong background in office management, results-based monitoring and evaluation; Fluent to communicate effectively in English, Ukrainian and Russian, both in writing and in oral form; The candidate should not be civil servant or other staff of public administration.

Applications (most recent CVs) in English language are to be submitted to the e-mail address:

vyacheslav.egorov@undp.org

(Reference: DevNetJobs.org), or fax (+380-44) 253-26-07.

Applications are to be submitted separately for each vacancy announcement. Please indicate "Project Manager, Consumer Society" in the Subject line of your message. Please also mention the minimal salary level expected in your application/CV.

UNDP will use a transparent and competitive screening process, though will only contact those applicants in whom there is further interest. Applications may only be submitted for specific vacancies. We regret that we will not be able to acknowledge all unsolicited general applications for employment.

Qualified women are strongly encouraged to apply.

THIS POST IS OPEN FOR BOTH INTERNATIONAL AND UKRAINIAN EXPERTS
DEADLINE FOR APPLICATIONS IS 2 JULY 2006

The above job notice is also posted at:

<http://www.DevNetJobs.org> and can be accessed at:

http://216.197.119.113/jobman/publish/article_23762.shtml