



## Program Associate

### Organizational Overview

Founded 25 years ago, Peace First is an international nonprofit organization which believes in the power of all young people to change the world for the better through peacemaking — not someday in the future — right now. Since our founding, Peace First has prepared young people with the skills and commitment to solve community problems by connecting across lines of difference with compassion, standing up for ideals and others with courage, and creating collaborative change. Today, through an innovative digital platform for social change, our work supports a global community of peacemakers in all 50 U.S. states and in over 90 countries.

Peace First is now focused on creating and supporting a movement of young people to counteract the rising culture of violence, intolerance, and hatred that plagues too many communities. Through our Peace First Challenge, we are calling young people (13 – 24) to identify a critical issue in their community and, through our digital platform ([www.peacefirstchallenge.org](http://www.peacefirstchallenge.org)), putting project design tools, caring adult mentors, and small start-up grants into their hands to imagine and implement compassionate solutions to our world's most urgent problems. With the goal of true culture change top of mind, we aim to have at least 100,000 young people registered and engaged with this peacemaking work within the next two years. From thousands of initial projects, we will choose top innovations for support, amplification, and further investment, creating the world's largest marketplace of youth-led, youth-created social change initiatives. Furthermore, we will source and amplify powerful stories from peacemakers around the world, helping millions of young people develop the skills and commitment for social change.

A key element of our strategic plan is to build out our team of talented professionals. To that end, we are seeking individuals who are excited about working in an entrepreneurial, start-up-type environment where there is an immediate opportunity to have tangible impact on organizational direction and achievement. We are a team that of individuals who thrive in an environment that embodies and celebrates the following:

- Possession of a deep belief in the ability of young people to create change.
- Ability to adapt and apply skills to new and changing scopes of work.
- Eagerness for more responsibility and exposure to new challenges.
- Motivation to solve problems by taking initiative and trying new ways of doing things.
- Enthusiasm for connecting others to our mission and providing them with powerful experiences.

## **Position Overview**

The Program Associate plays a key role in implementing the program to support our young peacemakers throughout their journey. Most of this support is conducted via our online platform. However, the Program Associate will also help directly engage with young people to ensure that they have the support they need to complete their peacemaking projects in their communities.

This is an opportunity for someone excited about helping a team that is building a program and increasing efficiencies to achieve scale. The Program Associate will support a rapidly growing community of young people ranging from those who are just starting their peacemaking journeys to those who are experienced Peace First Fellows. We anticipate our program will grow from a few thousand to 100,000 registered young people conducting at least 1,000 projects around the world by December 2018. This position reports to the Director, Program Operations and Implementation.

## **Additional Responsibilities**

- Interact with young people through our digital platform to encourage and support them and respond to general queries.
- Engage with our network of young people to gather feedback and identify opportunities to improve our current offerings.
- Support and evolve the Digital Mentorship program that trains adults to mentor young people.
- Implement and help grow the Peace First Fellowship program, a program that supports the development of a core group of young, social entrepreneurial peacemakers; Day-to-day activities include recruiting new Peace First Fellows and helping them amplify their work through events, ongoing training and digital activation.
- Assist with the logistics of outreach events.
- Help ensure that the voice of young people is included in department- and organization-wide activities and decision making.

## **Key Skills and Experience**

The successful candidate for this role would be someone with one to three years of professional experience, ideally in a non-profit environment. Strong candidates will be able to demonstrate:

- Experience using Content Management Systems like Wordpress or Drupal.
- Excellent attention to detail and ability to prioritize multiple tasks.
- Excellent written and spoken communication skills.
- Experience working with young people.
- Collaborative work ethic.
- Commitment to supporting young people as they change the world for the better through peacemaking.
- Commitment to contributing to an overall organizational culture that is inquisitive, youth-centered, caring, and fun.
- Belief in and willingness to lead with Peace First's core values of courage, compassion

and collaboration.

**Compensation and Benefits**

Salary will be commensurate with experience. Peace First offers a competitive and comprehensive benefits package.

**Start Date / Location**

Immediately / Boston, MA (location is non-negotiable)

**To Apply**

To be considered for this position, please send a resume and cover letter documenting your strong fit with the job requirements to [talent@peacefirst.org](mailto:talent@peacefirst.org). Attach files as Word or PDF documents and include "Program Associate" in the subject line of your email.

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