Program Associate; Peacebuilding Action Week (Part-Time - Temporary)
+Peace
Washington, DC

About +Peace
+Peace is a collective action campaign platform of a growing number of peacebuilding organizations dedicated to mobilizing people, governments, and the private sector to tackle global violence and division housed at the Alliance for Peacebuilding. In the face of rising levels of violence, war, and polarization worldwide, leaders of 15 of the world’s largest peacebuilding organizations came together in agreement that the peacebuilding field must step up to build a global social movement that can inspire new citizen-led solutions for peace at scale. Incubated from 2016-2018 and launched in 2019, +Peace runs campaigns that build peacebuilders’ collective power; make the case for peace to the public and global policymakers; and can transform culture, policy, and politics in support of peacebuilding.

There are currently over 20 members and several allies partners and allies leading +Peace, headquartered all over the world. The Steering Group is made up of the Alliance for Peacebuilding, American Friends Service Committee, Generations for Peace, GPPAC Foundation, and Search for Common Ground. Additional members can be found here.

Summary
+Peace is seeking a highly motivated individual as a Program Associate to provide logistical support for Peacebuilding Action Week. Given the restrictions placed on large group gatherings and international travel due to the COVID-19 pandemic, this year’s Peacebuilding Action Week will be focused on online events and actions. The +Peace Program Associate; Peacebuilding Action Week is an employee of the Alliance for Peacebuilding who reports to the +Peace Director, or Interim Director. The Program Associate’s role is to support the +Peace Secretariat and members in coordinating Peacebuilding Action Week 2020 leading up to the International Day of Peace. The position involves a diverse range of tasks related to Peacebuilding Action Week including logistics coordination, knowledge management, meeting notetaking and Zoom facilitation, and more.

Duties:

- Keeping the +Peace team organized and on schedule for an ambitious timeline and objectives
- Maintaining internal Peacebuilding Action Week knowledge management infrastructure
- Coordinating logistics for meetings, any potential in-person events, online engagement (webinars, trainings, etc)
- Drafting social media posts, emails, and other communication items to promote Peacebuilding Action Week and support engagement with participants.

The position is temporary, part-time (20 hours per week) and will be based in Washington, DC. Please note that we are under an indefinite work from home directive. AfP expects this position to begin as soon as possible and close at the end of September 2020. This position has an hourly rate of $17, payable according to AfP’s bi-monthly payroll schedule, with standard deductions.
Qualifications

- Education background and interest in peacebuilding, international affairs, or conflict studies (preferred)
- Ability to commit to working from August until Late-September 2020
- Minimum of one year of professional office experience, ideally in a non-profit setting (internships, part-time experience, and volunteer work qualify), preferred
- Excellent communication skills both in writing and verbal presentation
- Must be detail-oriented, with excellent organizational, customer service and problem-solving skills; should be proactive, motivated and team-oriented
- Must be flexible, able to multi-task and thrive in a busy environment to meet deadlines
- General computer proficiency with Google Drive and Zoom required - Squarespace and Action Network a big plus
- Decentralized event campaign experience a plus

Application Process

Please send a cover letter, resume and list of three references to zander@pluspeace.org. Each attachment should be labelled "Last name, First name – [Document type]."

Application Deadline: Applications will be reviewed on a rolling basis, and the position will be filled as soon as a well-qualified person is identified.

As peacebuilders committed to social justice, we believe that drivers of violent conflict disproportionately hurt the most marginalized people in society — including people of color, people from lower-income backgrounds, women and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee may occasionally lift and/or move up to 20 pounds.

Alliance for Peacebuilding (AfP) is an EEO Employer

As an equal opportunity employer, AfP recruits, employs, trains, compensates and promotes regardless of race, color, age, religion, national origin, sex, marital status, disability, veteran status, sexual orientation, genetic information, HIV/AIDS status, political affiliations or belief, pregnancy, or any other characteristic protected by law. Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Please contact AfP HR for assistance. We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process.

Only those applicants who meet required qualifications and follow application instructions will be considered. Those selected for further discussions will be contacted. Interviews will be scheduled by appointment only; no phone calls, please.