The **Better Evidence Project** (BEP) seeks to improve the evidence available to donors, policy makers, practitioners, and scholars in the peacebuilding community, thus strengthening our collective efforts to address the problems of war and violence. The problems of war and violence urgently require the concerted efforts of donors, policymakers, practitioners, and scholars in the peacebuilding community. In order to best address the humanitarian catastrophe of war, these efforts must be guided by informed understandings of what works effectively (“best evidence”) to prevent wars and resolve conflict. With a hub at the Jimmy and Rosalynn Carter School for Peace and Conflict Resolution’s [Center for Peacemaking Practice](https://www.cmpr.com/), the Better Evidence Project brings together the expertise of scholars, practitioners, donors, and policy makers, together seeking maximum practical impact in improving conflict resolution practice.
The Mary Hoch Center for Reconciliation (MHCR) promotes and expands reconciliation studies within the Carter School for Peace and Conflict Resolution. MHCR brings scholars and practitioners of reconciliation together to research reconciliation practices and develop the impact of ongoing and future reconciliation processes. MHCR gives special focus to supporting and enabling grassroots communities within conflict zones, connecting them with national and international efforts.

**Position: Finance and Administrative Assistant**

BEP and MHCR are jointly recruiting a part-time Finance and Administrative Assistant to organize and support their efforts 1) prevent and mitigate warfare (BEP) and 2) foster reconciliation within communities (MHCR). The Finance and Administrative Assistant will directly ensure that BEP and MHCR’s activities are streamlined and efficient by providing financial and clerical record management and administrative support to key programs. As a Finance and Administrative Assistant and team member of both BEP and MHCR, you will be an essential team member of our organizations by ensuring the smooth functioning of our offices and providing day-to-day administrative support for our staff. Your work will ensure our organization’s effectiveness and long-term success by facilitating a well-structured, organized, and productive work environment.

This is presently a virtual position due to COVID-19. Our offices are based in Arlington, VA at George Mason University’s Jimmy and Rosalynn Carter School for Peace and Conflict Resolution. This position jointly reports to and is supervised by BEP’s Executive Director, Dr. Kristina Hook and MHCR’s Associate Director, Annalisa Jackson.

**Requirements:**

- Relevant undergraduate degree required; graduate degree preferred
- Proven experience in a previous administrative role (1 or more years related to business and/or administrative experience involving general personnel practices, financial responsibilities, and coordination of major office activities required)
- Exceptional time management and organizational skills with a sharp focus on detail
- Experience with financial records and budget management; experience with financial reconciliation will be a plus
- Outstanding verbal and written communications skills in English
- Demonstrated proficiency using Microsoft Word, MS Excel, MS Outlook, MS PowerPoint, Zoom and general office technology; database management preferred
- Ability to navigating multiple priorities in a fast-paced work culture
- Interest in and general understanding of conflict resolution principles and global peacebuilding work; interests aligned to the mission of BEP and MHCR to prevent violence and foster reconciliation preferred
A commitment to teamwork, dedication to detail, and drive for excellence are essential

Responsibilities:

- Assist in establishing, maintaining, and advising on internal procedures and policies to manage day-to-day administrative and financial operations for BEP and MHCR
- Maintain BEP’s and MHCR’s financial reporting obligations (including budget reconciliation, monthly expense reports, invoicing, fund obligations, monitoring payments) and grant allocation management under the direction of BEP and MHCR leadership
- Maintain and draft necessary general office records, logs, and files for BEP and MHCR (e.g., printing, mailing, maintaining institutional knowledge)
- Coordinate new contracts, payments and deliverables for BEP and MHCR new hires, grantees, and/or affiliates
- Answer email and phone inquiries to BEP and MHCR in a timely, professional, and engaging manner
- Offer administrative support to BEP and MHCR staff and consultants as needed
- Assist in other logistics and maintain organization internal calendars for staff as needed
- Support senior leadership in various projects as needed

Required Materials:

- Resume (include previous employment with titles, dates of hire, and duties)
- Cover letter (include salary requirements)
- Writing sample
- List of three professional references (with contact information including phone and email)

Please send application to bep@gmu.edu and ajacks51@gmu.edu with “Finance and Administrative Assistant: Application” in the subject line. Compensation is commensurate with qualifications and experience.

Only those applicants that are selected for further discussions will be contacted.