



Alliance for Peacebuilding

Associate, Communications
Alliance for Peacebuilding
Washington, DC

Job Title

Communications Associate

Introduction

[The Alliance for Peacebuilding \(AfP\)](#) is a not-for-profit, nonpartisan network of over 130+ organizations working in 181 countries to end conflict, reduce violence and build sustainable peace. We build coalitions in critical areas of strategy and policy, develop an adaptive and rigorous evaluative culture, and build powerful partnerships and network to elevate the entire peacebuilding field. AfP tackles issues too large for any one organization to address alone.

Role summary

AfP seeks a dynamic and ambitious Associate for Communications to elevate AfP's strategic communications with our growing membership, partner networks, donors and social media following, as well with relevant U.S. and global policymakers. S/he will amplify the reach of AfP Policy and Advocacy, Learning & Evaluation, and Partnerships initiatives by building strong and active relationships with journalists and media outlets. The Associate reports to the Acting CEO. This position will be remote initially, due to AfP's long-term telework status due to COVID-19, but is based in Washington, DC once AfP resumes in-office operations.

Duties and Responsibilities

The Associate will have the following duties and responsibilities:

- Work with AfP leadership to develop and implement cohesive, ambitious, communications and marketing strategies for AfP;
- Strong research, analytical, and writing skills, including drafting op-eds, press releases, and other substantive content;
- Draft, edit, and review content for media, website, social media, policymakers, and related audiences; and
- Support AfP's annual conference by covering the event on social media and organizing photos and the video wrap-up.

Required Skills and Experience

- Passion for public policy, international affairs, peacebuilding, and/or nonprofit work;
- At least one to two years of professional experience in communications, preferably at a media outlet or non-profit organization;

- Demonstrated ability to write high quality, compelling content and translate research into compelling narratives for a range of audiences;
- Experience in crafting posts, managing communications, and building followers for online and social media platforms, including FB, Twitter, and Instagram, in service of an organizational mission;
- Excellent interpersonal skills and works well with others;
- Highly organized, strong attention to detail, curious, adaptive, and a problem solver;
- Proficiency in SquareSpace, basic graphic design experience, and familiarity with Canva, or similar design tools, and video editing; and
- Bachelor's degree.

Desirable Skills and Experience

- Prior strategic communications experience, including networks with U.S. and global media outlets;
- Prior journalism employment, including freelance work;
- Prior experience in fundraising and/or grant writing;
- Prior experience working in international and/or cross-cultural environments

Application Process

Please send a cover letter, resume, writing sample, and list of three references to humanresources@allianceforpeacebuilding.org, ATTN: Associate, Communications. Each attachment should be labeled "Last name, First name – [Document type]." Applications will be reviewed on a rolling basis, and the position will be filled as soon as a well-qualified person is identified. Initial candidates will be asked to produce an additional sample work product as a second phase of the review process.

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 must 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 humanresources@allianceforpeacebuilding.org 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 will be considered. **All applicants must be eligible to work in the United States, as the Alliance for Peacebuilding does not sponsor work visas.** Those selected for further discussions will be contacted. Interviews will be scheduled by appointment only; no phone calls please.