



Alliance for Peacebuilding

Program Associate: PeaceCon@10 (Part-Time, Temporary) The Alliance for Peacebuilding

Introduction

The [Alliance for Peacebuilding \(AfP\)](#) is a not-for-profit, nonpartisan network of over 150+ 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 networks to elevate the entire peacebuilding field. AfP tackles issues too large for any one organization to address alone.

Role Summary

AfP is seeking a highly motivated individual as a Program Associate to provide logistical support for PeaceCon@10, AfP's Annual Conference taking place January 26 -28, 2022, taking place virtually. This is a wonderful opportunity to learn about the peacebuilding field from the inside, with broad exposure to a wide variety of civil society organizations and representatives from fields closely related to peacebuilding. The Program Associate reports directly to the Senior Membership and Operations Manager, and will work on the following tasks:

- Preparing and coordinating speaker bios, program, and the online conference platform
- Maintaining the conference pages on the AfP website
- Managing event ticketing, registrations, and troubleshooting registration/payment issues
- Coordinating logistics with special guests, speakers and sponsors
- Drafting social media posts, emails, and other communication items to promote PeaceCon and support engagement with participants.

The position is temporary, part-time (10 -15 hours per week). AfP expects this position to begin in mid-October and be filled until late-January 2022. This position has an hourly rate of \$15, payable according to AfP's bi-monthly payroll schedule, with standard deductions.

Qualifications

- Education background and interest in peacebuilding, international affairs, or conflict studies
- Ability to commit to working from mid-October 2021 until late-January 2022
- 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
- Proficiency with software, data entry, Word, Excel required. Experience with Square Space Bizzabo or other event management platforms preferred
- Large event planning experience a plus

Application Process

Please send a cover letter, resume and list of three references to humanresources@allianceforpeacebuilding.org, ATTN: Program Associate: PeaceCon. 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.**

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 the 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.