Part-Time Communications Associate (Temporary)
Location: Remote (Washington, DC).

The Alliance for Peacebuilding is seeking a part-time Communications Associate to help achieve our mission to “champion greater peacebuilding influence, impact, and innovation to avert wars, end violence, and save lives.” Candidates should have an academic background in international relations or a related field, with professional experience around strategic communications, social media, design, and creation of written products.

The Communications Associate position is 20 hours a week (with potential for hours to increase) and could last up to 6 months with the possibility to extend. This is a paid position at $17 per hour.

AfP is working remotely for the foreseeable future. Should AfP return to its office in Washington, DC, the Communications Associate may be asked to join staff in-person depending on the global health situation.

About AfP:

AfP is a Washington, DC based not-for-profit, nonpartisan membership network of 160+ organizations that has experienced substantial growth in recent years. It is the institutional home for the peacebuilding community and operates through three technical capacities to build the peacebuilding field: (1) Partnerships & Convening, (2) Learning & Evidence, and (3) Policy & Advocacy. AfP also serves as a platform for peacebuilders from around the world to connect, amplify their voices, and build new models of social action for peace. With a core staff of nine people, AfP carries out its fieldbuilding efforts with a current annual budget of $1.2+ million across the three technical capacities. Additionally, AfP hosts an annual conference, PeaceCon, that is attended by 1500+ individuals and serves as AfP’s largest annual fundraiser. AfP is recognized for its thought leadership in peacebuilding advocacy, learning, and convening. It was awarded the 2018 Luxembourg Peace Prize in the category of Outstanding Peace Support and in 2019 named the “number one influencer and change agent” among peacebuilding institutions worldwide.

AfP has an increasingly important mission and ground-breaking role to play in supporting the growing global peacebuilding field. Our recent strategic review process highlights the outstanding role that AfP
should continue to play in ‘fieldbuilding’—in strengthening and encouraging the ecosystem of peacebuilding organizations and their allies to achieve greater impact.

**Job Summary and Responsibilities:**

The Communications Associate will report to the Manager for Communications, Campaigns, and Policy and requires a creative, flexible, and strategic disposition capable of dealing with fast-paced, quickly shifting communications responsibilities as AfP works to craft a shared communications strategy and content across the peacebuilding field and communicates key consensus of its members on critical peacebuilding issues.

The Communications Associate will be joining a workplace that is innovative, fast-moving, respectful, and transparent, and must continue to promote and contribute to a positive organizational culture where all team members are able to flourish.

**Expected Responsibilities:**

- Support AfP event planning and execution, as well as video editing of past PeaceCon@10 session recordings.
- Design graphics for AfP events, publications, and website/social media content, as well as design reports and briefs.
- Assist with writing statements/press releases and related content.
- Contribute to website management and design.
- Lead and post to AfP’s social media channels, including Facebook, LinkedIn, Twitter, YouTube, and Instagram.
- Organize and be main point of contact for drafting and sending out biweekly membership newsletter, as well as assist with maintenance of email distribution lists.
- Coordinate AfP’s podcast recording and production.
- Coordinate AfP’s Digital Peacebuilding Community of Practice.

**Qualifications:**

- Bachelor’s degree in international relations, international development, political science, government studies, or related field. Current graduate students or applicants with a master’s degree also encouraged to apply.
- A minimum of 1-2 years of full-time work/internship experience, particularly in a communications role.
- Graphic design experience, including Canva or Adobe InDesign/Illustrator.
- Video editing experience (background in iMovie a plus).
- Social media strategy, content, and analytics experience.
- High proficiency in MS Office required. Familiarity with or willingness to quickly learn organizational software, including Box, MailChimp, SquareSpace etc. considered a positive.
- Skilled in working with a small, agile team.
- Comfort showing initiative and coming up with creative ideas to keep AfP’s communication and social media channels filled with engaging content.
• An excellent understanding of, and passion for the peacebuilding field and mission-focused member-based organization like AfP.
• Excellent open-sourced research skills with ability to quickly get caught up to speed on key peacebuilding issues relevant to AfP’s work.
• Exceptional written and verbal communications skills; comfort speaking with and serving as AfP representative to senior peacebuilding audiences.
• Effective time management, organizational and planning skills and being able to prioritize competing issues.
• An unwavering commitment to advancing racial equity, especially in workplace culture.
• Applicants must be legally authorized to work in the United States.

Job Location:
Part-time in Washington, DC (walking distance to DuPont Metro) or telecommuting from remote locations.

Application Process:
Please send a cover letter, resume, a writing sample, and list of three references to humanresources@allianceforpeacebuilding.org. 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. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

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.

The Alliance for Peacebuilding is an equal opportunity employer, does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law. It is our intention that all qualified applications are given equal opportunity and that selection decisions be based on job-related factors. Any individual, who, because of a disability, needs accommodation or assistance in completing this application or at any time during the application process, should contact edith@allianceforpeacebuilding.org.