



Career Services Newsletter  
October 27, 2006  
Volume 2, Issue 30

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Welcome to the ICAR Career Services Newsletter.

Questions or Comments to [icarjob@gmu.edu](mailto:icarjob@gmu.edu)

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## Job Search Spotlight

### Career Related Events

#### **2007 United Nations Competitive Examination**

Deadline: October 31, 2006

For U.S. citizens seeking junior professional posts.  
(See website below for other nationalities being recruited.)

EXAMINATION CRITERIA (all must be met)

1. Be no more than 32 years old as of December 31, 2007 (UN requirement).
2. Have at least an undergraduate degree (advanced degree is a definite advantage) in one of the following occupational fields or related areas:

\* Economics

\* Legal Affairs

\* Library and Information Management

\* Publishing and Printing

\* Radio Producers (Arabic & Spanish)

\* Security

\* Statistics

3. Be fluent in English and/or French, the two working languages of the Secretariat. Knowledge of additional official languages of the UN

(Arabic, Chinese, Russian, Spanish) is a definite advantage. For Radio Producers, Arabic and/or Spanish required.

NOTE: A maximum of 50 individuals will be allowed to take the exam per occupational group. If applicants exceed 50, only the most qualified will be selected.

APPLICATION DEADLINE: October 31, 2006

Detailed information and application forms may be obtained at:

[www.un.org/Depts/OHRM/examin/exam.htm](http://www.un.org/Depts/OHRM/examin/exam.htm)  
<<http://www.un.org/Depts/OHRM/examin/exam.htm>>

or

[EmploymentUN@state.gov](mailto:EmploymentUN@state.gov) <<mailto:EmploymentUN%40state.gov>>

Examination will be held on February 27, 2007 in

New York City, Chicago, and San Francisco.

Travel expenses to and from exam site will NOT be paid

by the UN or U.S. Government.

## ***ICAR & SPP Fall Résumé Clinics***

Monday, October 23, 3:30-5:30  
Truland Building, Room 555

Monday, November 13, 5:00-7:00  
Original Building, Room 303

Résumé Review

Drop in to have your résumé reviewed or schedule an appointment by e-mailing [icarjob@gmu.edu](mailto:icarjob@gmu.edu).  
Bring a draft or your résumé to the clinic.

Resume Basics

Get starting writing an effective résumé with input and resources on résumé writing. Runs throughout the résumé clinic session.  
A draft résumé not required.

Please RSVP for Workshops to [icarjob@gmu.edu](mailto:icarjob@gmu.edu)  
Questions? Contact Julie Shedd, [jshedd@gmu.edu](mailto:jshedd@gmu.edu), 703.993.3650

Sponsored by:  
Institute for Conflict Analysis and Resolution Career Services  
School of Public Policy Career Services

## **Organization Spotlight**

### **Fellowships**

### **Internships**

## ***National Democratic Institute-s Internship Program***

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**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.  
Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

Date Posted: 24 Oct 2006  
Organization: National Democratic Institute for International Affairs  
Country/Region: North America  
Apply By: 23 Nov 2006

*Please reference the "Recruiting Center at DevelopmentEx.com" when you apply by email.*

Job Level: Internship

### National Democratic Institute-s Internship Program

The National Democratic Institute for International Affairs (NDI) invites all qualified candidates to apply for full and part time paid internships in a dynamic, fast-paced organization promoting democracy worldwide. The positions afford a window into field of international development work, with challenging opportunities for those wishing to explore a career in the expanding realm of international relations.

The following are departments within NDI. Please check our website for the latest internship postings.

- Citizens Participation Programs
- Asia
- Development
- Central and Eastern Europe
- Election Processes
- Democratic Governance Team
- Technology
- Latin America and Caribbean
- Middle East and North America
- Political Parties
- Southern and East Africa
- Women-s Political Participation

Some responsibilities will include:

- Research on subjects such as, civic education/organizing, NGO development and political party building.
- Attending workshops, lectures and other events within and outside of NDI.
- Updating and maintaining resource materials
- Draft correspondence to external organizations and contacts
- Conduct special projects as needed.
- Assisting with such administrative tasks as faxing, photocopying and preparing for seminars.

These are paid internships. NDI will hire interns in trimester cycles: spring, summer, and fall.

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Interns are encouraged to attend workshops, lectures and other staff development events at NDI.

All applicants for internships and regular full-time employment in the U.S. must possess work authorization which does not require employer sponsorship.

#### Application Instructions

Interested applicants should apply at [www.ndi.org](http://www.ndi.org). Please cite specific internship in a cover letter with resume.

NDI is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, political affiliation, religion, gender, disability, and/or sexual orientation.

### ***Asia Division Intern, Human Rights Watch, New York***

Human Rights Watch (“HRW”) is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies of influential governments and international institutions.

#### Internship Description:

The Asia division in HRW’s New York office is seeking a part-time (three days per week) intern to assist with tracking the division’s press coverage in Asia and help with certain administrative and financial tasks, including processing divisional expenses. The internship will have a duration of at least three months. Scheduling is flexible.

Undergraduate internships are primarily administrative and clerical in nature, but other projects can be assigned as they arise and match the student's interests and abilities, including research, drafting documents, translating, and helping researchers prepare for missions.

This internship is unpaid. Students are often able to arrange academic credit, as HRW internships often offer direct exposure to the workings of an international human rights organization, close supervision by the HRW staff, interaction with other U.S. and international organizations and foreign and domestic government officials, and opportunities to attend lectures, trainings, and special events relating to human rights. Students should check with their individual academic institutions for requirements.

#### Qualifications:

Applicants should be well-organized, self-motivated and reliable, with excellent attention to detail. Candidates should possess a strong knowledge of Microsoft Excel and be proficient in using the Internet for research purposes. Experience or relevant coursework in finance is highly desirable, and knowledge of foreign languages is a plus. Ideally, applicants will have a strong interest in international human rights and economics.

#### How to Apply:

Please apply immediately (no calls or email inquiries, please) by sending a letter of interest, resume, and two names or letters of reference to [chambld@hrw.org](mailto:chambld@hrw.org). Please use “Asia Undergraduate Internship Application” as the subject of your email. Only complete applications will be reviewed. It is preferred that all materials be submitted via email. If emailing is not possible, send materials (please do not split a submission between email and regular post) to:

Human Rights Watch  
Attn: Asia Division (Undergraduate Internship)  
350 Fifth Avenue, 34th Floor  
New York, NY 10118-3299  
Fax: (212) 736-1300

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Human Rights Watch is an equal opportunity employer.

Position open until filled

CFR.org Internship  
Council on Foreign Relations  
Human Resources Office  
58 East 68th Street  
New York, NY 10021  
Fax: (212) 434-9893  
[humanresources@cfr.org](mailto:humanresources@cfr.org)  
<http://www.cfr.org>

## ***Internship, Council on Foreign Relations, New York***

Department: CFR.org

Length of Internship: Spring 2007

Founded in 1921, the Council on Foreign Relations is an independent, national membership organization and a nonpartisan center for scholars dedicated to producing and disseminating ideas so that individual and corporate members, as well as policymakers, journalists, students, and interested citizens in the United States and other countries, can better understand the world and the foreign policy choices facing the United States and other governments. The Council, which is headquartered in New York with an office in Washington, DC, does this by: convening meetings in New York, Washington and in other select American cities where senior government officials, global leaders, and prominent thinkers come together with Council members to debate and discuss the major foreign policy issues of our time; conducting a wide-ranging studies program where Council fellows produce articles and books that analyze foreign policy issues and make concrete policy recommendations; publishing *Foreign Affairs*, the preeminent journal covering international affairs and U.S. foreign policy; maintaining a diverse membership, including special programs to foster interest and expertise in the next generation of foreign policy leaders; sponsoring independent task forces whose reports help set the public foreign policy agenda; and providing up-to-date information about the world and U.S. foreign policy on the Council's website, <http://www.cfr.org>.

The Council's outreach initiative aims to engage an interested and influential group of Americans from around the country and the world by providing ideas and timely, clear, and accurate information on key international issues. The Council's website, CFR.org, is one of the primary tools for doing so.

The responsibilities of the intern include (but are not limited to):

- Assisting in quality control of website material
- Providing support in editing pieces for the website
- Providing administrative support to the website department: including correspondence, transcribing interviews, scheduling appointments, answering phones, and maintaining departmental files

Preferred Qualifications:

- Undergraduate or graduate student focusing on international relations and/or journalism
- Previous administrative experience
- Excellent editing and writing skills
- Strong organizational and communication skills
- Strong attention to detail
- Familiarity and facility with online research
- Proficiency in Microsoft Word and Excel; HTML skills preferred
- Ability to work independently or on a team.
- Candidates should be prepared to work a minimum of 25 hours per week, though a full time commitment is preferred.

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A modest stipend is offered upon completion of the internship.

Please email or fax a resume and cover letter INCLUDING POSITION NAME, DAYS AND TIMES AVAILABLE TO WORK to the Human Resources Office at the above address. The Council on Foreign Relations is an Equal Opportunity Employer. Quality, diversity, and balance are the key objectives sought by the Council on Foreign Relations in the composition of its workforce.

### ***International Development Intern , Visions in Action***

Visions in Action is an international non-profit organization committed to achieving social and economic justice in the developing world through the participation of communities of self-reliant, grassroots volunteers.

Visions offers 6 and 12 month volunteer placements in Uganda, Tanzania, South Africa, and Mexico.

We are a non-religious and non-political organization that is committed to providing hands on educational experiences where participants assist in making a difference in the developing world.

Visions in Action is located in the ethnically-diverse neighborhood of Adams Morgan. We are a growing organization that is looking for a motivated intern to help out with the day to day activities within the office. Internship positions require a commitment of three months or more for 15-40 hours per week.

Interns may be placed in any of the following areas:

- Public Relations
- Fundraising
- Conference
- Newsletter
- Research
- Computer System/IT
- International Administrative

Please email a cover letter and resume stating which internship(s) you would like, the number of hours of service per week that you could give, and the exact dates that you are able to begin and end your internship to [visionscoordinator@yahoo.com](mailto:visionscoordinator@yahoo.com). Please include "FALL INTERNSHIP POSITION" in the subject field of your email.

## **Jobs**

### ***Project Coordinator, Prince Georges County Community Conferencing***

#### Overview

A Community Conference is a meeting of the community where people have been affected by behaviors that may cause serious harm. These meetings are composed of individual offenders, victims and their respective families and other supports with the intent of resolving problems and repairing damage caused by a specific incident. Community Conferencing focuses on understanding and repairing harm as opposed to punishment and gives the offender an opportunity to view the impact of their actions. Victims also have the opportunity to describe how they have been affected by the offense and how the damage can be repaired.

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### Project Coordinator

The Project Coordinator is responsible for all aspects of service delivery including case facilitation, follow up and training of volunteers. The Project Coordinator is responsible for ensuring the integrity of the Community Conferencing model and maintains a neutral stance when facilitating groups. The Project Coordinator must possess excellent written and oral communication skills as well as the ability to listen attentively and summarize group outcomes in a succinct yet thorough manner. The Project Coordinator must possess the ability to work with minimal supervision and demonstrate a commitment to the community conferencing process. Other responsibilities include:

Making necessary phone calls and home visits to potential participants to explain the process  
Sending appropriate correspondence including form letters and invitations to potential participants  
Providing necessary community outreach to thoroughly research each case Gathering necessary paperwork, snacks and other items for the conference  
Securing appropriate locations for each conference  
Following the script to ensure each participant has an opportunity to speak  
Assist participants with coming up with their own agreement by summarizing and reading back the points of concern  
Ensuring all participants sign the agreement  
Communicating conference details to the Administrator (debriefing)  
Distributing agreements to all participants  
Making necessary follow up calls and home visits to ensure that agreements are being upheld  
Recruiting volunteers to be trained in the community conferencing model  
Taking the lead in presenting organizational trainings to any audience

### Qualifications

Candidates must possess at least a Bachelor's degree from an accredited university in a human services field as well as at least three to five years of direct service experience. A Master's degree is preferred. Strong written and oral communications skills are a must, as well as computer proficiency. Candidates must be able to set priorities, develop sound work schedules and track details, data and information from activities. Some evening hours will be required. Bi-lingual candidates encouraged to apply. This is a grant funded contractual position with potential for continued funding in Fiscal Year 2008. Salary range \$25-\$35/hr. for up to 35 hours/week. Interested candidates, please fax resumes to C. Snowden at 301-248-0714. Deadline November 3rd.

### ***Facilitators, Hands of Peace Program,(July 15-30) Illinois***

The Hands of Peace Program is seeking FACILITATORS for our 2007 summer dialogue program in Glenview, Illinois (July 15-30, 2007). Applications are not restricted to the Chicago area, and candidates from across the country will be considered for the position. We are seeking facilitators trained in

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conflict resolution and/or mediation. The ideal candidate has an advanced degree or equivalent training and experience in conflict resolution, has experience facilitating groups of young people in conflict, and has a basic knowledge of the history of the Israeli-Palestinian conflict. We especially welcome applicants who can speak Hebrew or Arabic and whose cultures of origin are in the Middle East.

Founded in 2003, Hands of Peace is a dialogue program for American, Israeli, and Palestinian youth (ages 15-17). Participants from Israel and the Palestinian territories travel to Chicago to join a group of Chicago-area teens for a two-week intensive coexistence program. (For more information on the program, please visit our website at [www.hands-of-peace.org](http://www.hands-of-peace.org).)

Facilitators work collaboratively with a partner to run each two-hour daily dialogue session. Although the program does not set a specific curriculum for the dialogue, the dialogue sessions at Hands of Peace are designed to create opportunities for the participants to discuss contentious issues and develop the communication and critical thinking skills necessary to do so in a productive and meaningful way. Facilitators need not attend most afternoon and evening program activities, which focus on encouraging cross-group social relationships, although attendance at some activities will be required. Some afternoons are spent in meetings with co-facilitators, the Director of Facilitation, and the entire facilitation team. Other afternoons are free.

Applicants are expected to have explored issues surrounding their own identities and related dynamics of power, and to be able to function and take care of themselves in an environment that is sometimes filled with tension. In part, this requires that applicants be flexible, dynamic, thoughtful, honest, and committed individuals who have a sense of humor and a tolerance for ambiguity.

Hands of Peace expects that its conflict resolution facilitators enjoy working with teenagers, have a clearly articulated approach to facilitating groups and promoting coexistence in communities in conflict, and are able to work in an interdisciplinary environment that encourages a variety of approaches to facilitation, with an emphasis on process.

To apply for the position, send a cover letter and resume electronically to Phil Hammack, Director of Facilitation, at [hammack@ucsc.edu](mailto:hammack@ucsc.edu). For out-of-area facilitators, round-trip travel to Chicago, as well as housing and most meals during the program, will be covered. Stipend for the two-week period is \$1250.

### ***Youth Facilitator, Carter G. Woodson Cultural Literacy Project, Inc. , New York***

Youth facilitator wanted to lead after school workshops/discussions for students in large public high school. The facilitator will be a part of a small team working to support the development of youth. The workshops will function as group counseling sessions for youth in need of additional support. The youth facilitator must be able to utilize hip hop and African centered culture to engage and empower youth. The workshops will address topics such as: family relationships, conflict resolution, violence/gang prevention, gender identity/roles, sexuality, communication skills, career development and community development.

The Carter G. Woodson Cultural Literacy Project promotes the teaching of African History and

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Culture to public school students. We provide counseling and cultural enrichment services to students who have poor attendance and/or are at risk of dropping out, as well as students in foster care and temporary housing.

**Duties/Responsibilities:**

- \*Work as part of a team to monitor and support youth
- \*Collaboratively develop curriculum and strategies for recruiting youth
- \*Facilitate discussions aimed at improving communication skills, developing maturity and cultural literacy
- \*Maintain professionalism while developing strong bonds with youth
- \*Maintain records documenting student attendance and participation

**Qualifications:**

- \*HS Diploma
- \*Significant experience working with urban youth as youth leader, facilitator or teacher
- \*Familiarity with Hip Hop Culture as well as African centered history and culture
- \*Strong organizational and multi-tasking skills
- \*Computer literate (familiarity with Windows PC)
- \*Strong interpersonal skills (specifically an ability to communicate with students, teachers and parents)

**Additional Qualifications:**

**How to Apply:**

Send resume and cover letter to [CarterGLit@aol.com](mailto:CarterGLit@aol.com)

Job posted on: October 25, 2006

***EXECUTIVE ASSISTANT, Peace X Peace, Washington D.C.***

International peace organization, honored by Working Mother Magazine as one of the “Best 25 Small Businesses in the U.S. to Work For,” seeks an Executive Assistant as right-hand person to its new President, tasked with taking the organization’s membership and peace building power exponential. Combine your deep experience in organizational and office management, your attention to detail, and your ease with the latest Internet technology with your commitment to “make a difference.” Bring your largest vision along with your humor, clarity under pressure, and ability to make your own coffee as you play a central role in this non-profit set to become a major player in building peace through empowering and connecting women around the world through the Internet.

As Executive Assistant, you would support the President through oversight of the operations of her office, including relationship management for most creativity and best efficiency in staff; training of staff in new tools, processes, and policies; managing the intern and volunteer

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programs; supervising the receptionist/office assistant; and liaising with an expanding world of connections with individuals, organizations, and funders — and being available to the President as a sounding board for best ideas to make the vision real.

You must be pro-active, able to work independently, exceedingly well organized, flexible, resourceful, efficient, committed to detail, and enjoy the challenges of a small (15+ full-time) dynamic staff of diverse people and international programs. (See <http://www.peacexpeace.org> )

Confidentiality and professionalism is essential at all times by the nature of the outreach we do in more than 50 nations with women from the grassroots to highest levels of peace building and organizing.

#### RESPONSIBILITIES:

- Support the President by managing her calendar and contacts; researching data, individuals, organizations, and foundations to prepare briefs and background reports; attending meetings as requested to take minutes and issue follow-through summaries; handling letters issued by the President, and managing functional aspects of her travel, including transportation, hotels, and itinerary.
- Liaise for President with Board of Directors, to include producing packets for board meetings, managing logistics related to meetings, writing and distributing minutes, and assisting with travel as necessary. Support President to respond to/fulfill special requests from the Board Chair.
- Work with and support the President and Financial Officer with budget planning by helping to translate programmatic needs (as defined by President and staff) into a comprehensive annual budget, managing the Executive budget, and handling President's expenses.
- Support the President by supervising staff enhancement, to include developing and implementing the intern and volunteer programs and supervising the hiring of new staff, to include writing first draft of job responsibilities, posting, managing interviews, and maintaining memoranda of agreements.
- Support President in management infrastructure, to include managing the receptionist/office assistant, training of staff on current and new office policies, keeping the Employee's Handbook current, and managing logistics for staff retreats and employee quarterly reviews.
- Serve as organization's liaison with the legal firm. Provide oversight and management to keep legal entities viable, including domain names, copyrights, office rental, website disclaimers, contracts with vendors, and memoranda of understanding.

#### **Additional Qualifications:**

##### REQUIRED:

- 5+ years experience in organizational support and administration at the executive level
- 2+ years experience in Human Resource management
- Superior schedule management skills at the executive level
- High-level expertise in developing, maintaining, and implementing tracking systems on communications, connections, commitments, and meetings
- Appreciation for, ease with, and expertise in IT, including MS Office programs of Word, PowerPoint, Excel, and Outlook, plus database software and emerging Internet communication

sites such as wiki

- Expertise in developing and managing an executive budget
- Superior writing skills, including meeting minutes, research briefs, executive letters, and more
- Expertise in creating spreadsheets and presentations, including in multi-media options, PowerPoint, and graphs
- Expertise in coordinating executive meetings, including in teleconference services, Skype, and video-conference
- Expertise in making travel arrangements
- Bachelor's degree (minimum) in area related to responsibilities of the position

**HIGHLY DESIRABLE:**

- Experience in creating processes for more efficient, effective office management
- Knowledge of Apple computers and iMac operating systems
- Fluency in language(s) other than English
- Experience living outside the U.S.
- Rolodex of women's empowerment, conflict resolution, and/or funding organizations
- Surprise us with your special skill!

**How to Apply:**

Because inclusion is a core value, we seek applicants of all ethnic, racial, and national backgrounds. Please email your resume and cover letter to Ms. Mariam Lodin ( [mariam@peacepeace.org](mailto:mariam@peacepeace.org) ) and indicated in subject heading "Executive Assistant." Applications will be received until the end of November 2006, but preference will be given to applications received by November 10. No telephone calls, please.

Job posted on: October 24, 2006

***Executive Director, Fellowship of Reconciliation, New York***

Box 271, Nyack, New York 10960

Tel: 845-358-4601 ? Fax: 845-358-4924 ? Web: [www.forusa.org](http://www.forusa.org)

National Peace Organization Seeks Executive Director

Salary: High-\$60,000 range

Hours: Full-time

Location: Fellowship of Reconciliation headquarters, Nyack, New York

Deadline: November 17, 2006

About the Fellowship of Reconciliation: [www.forusa.org](http://www.forusa.org)

The Fellowship of Reconciliation (FOR) was founded in 1914 to promote nonviolence as a means of resolving conflict and achieving justice and peace worldwide. From its beginnings as a European ecumenical Christian organization, an international, interfaith movement developed that now includes chapters in more than 40 countries and members from virtually every religion and spiritual tradition. FOR serves as the U.S. national office for this movement, and works with more than 10,000 members, 100 local groups, and over a dozen national religious peace fellowships. The work of FOR includes: organizing nonviolence training workshops for people of all ages; developing educational materials on issues such as conscientious objection to war, disarmament, and racial & economic justice; coordinating global human rights accompaniment work; and sending “people-to-people” peace delegations to countries labeled “enemies” by the U.S. government (such as Iran).

FOR’s storied history of working for human and civil rights – which includes having helped found the American Civil Liberties Union, close collaboration with Dr. Martin Luther King, Jr. and the civil rights movement leadership, and dedicated support for conscientious objection to war – and its steadfastness in opposing militarism have helped it survive many political changes in the past century and develop a deeply loyal membership. Its intentionally interfaith approach to peace and justice make FOR uniquely positioned to address the world’s problems in the 21st century.

The national headquarters, based in Rockland County (45 minutes north of New York City) for the past half-century, occupies a beautiful site on the Hudson River. Several national staff members are also based in Minneapolis and San Francisco.

#### Position Description:

The Fellowship of Reconciliation is seeking an Executive Director to lead the organization into the next generation of peace-building. The new ED will find FOR with many strengths: (1) a long and rich history of nonviolent activism, resistance to war, and anti-oppression work; (2) a signature combination of, and commitment to, nonviolence and interfaith activism; (3) a clarity about and passion, shared by staff and members, for FOR’s vision.

The ED will be coming on board at a time of transition and opportunity as FOR grapples with the realities of an aging membership, a tighter budget, and a desire to better integrate its diverse programmatic efforts into a common framework. The new ED will be engaged in helping FOR with:

1. creatively re-envisioning strategies for the work of peacemaking, capitalizing on the resources of technology and the realities of the global village;
2. building fundraising capacity and resources to help FOR be more sustainable;
3. strengthening support for staff, encouraging their gifts and nurturing a culture of accountability and collaboration;
4. expanding the diversity of its membership, racially and religiously, as well as growing the existing programming for youth and young adults;

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5. invigorating the grassroots and strengthening partnerships between local groups, religious peace fellowships, and the national office;
6. helping the governing board, the National Council (NC), with clarification of roles, training, and mutual accountability;
7. exploring the location, usage, and economies of FOR's headquarters in Nyack and of the outstation offices.

#### Key Qualifications:

The Executive Director is accountable to FOR's National Council for general direction and management, and for implementing the priorities and policies set by the National Council. S/he is accountable to FOR staff for the maintenance of a healthy work environment, and to the overall membership for faithfulness to FOR's mission.

Commitment to the mission of FOR: Must be, or be willing to become, a member of the organization. Able to craft and implement a clear structure for the work of the organization, in line with its vision. Knowledgeable about peace, social justice, active nonviolence, diversity issues, and their interconnectedness.

Strong financial management and fundraising skills: Financial planning capability and understanding of financial systems are a priority; able to develop, explicate, and maintain fiscal accountability standards for all departments. Demonstrated ability to raise funds from individuals, foundations, and other granting agencies.

Strong communication and interpersonal skills: Personnel management skills; good listener and communicator; able to inspire staff, National Council, and other colleagues to do their work; able to evaluate and give direction with a spirit of openness, equality, and tolerance. Able to draw boundaries and to be honest when people are not doing their jobs or treating co-workers with respect.

Effective public figure: Able to interpret, communicate, and promote the mission/vision and specific programs of FOR to the general public and media. Willing to actively and publicly support the tenets of the organization, leading by example in the challenging of injustice through nonviolent means.

Willing and able to cultivate partnerships: Fosters collaborative relationships with other peace and justice organizations. Familiar with and respectful for the thought, practices, and experiences of diverse faith traditions. Committed to serving and organizing a diverse constituency, building relationships with organizations representing women, young adults and youth, LGBTQ people, people of color, and working class and poor communities.

#### Required background:

1. Minimum of 5 years as an executive director of a non-profit organization with experience in

administration, staff supervision, strategic planning, program evaluation, finance, and fundraising.

2. Proven ability to work with people from a variety of ethnic, socioeconomic, educational, and religious backgrounds, generations, and sexual orientations in building a highly-motivated and diverse staff team.

3. Record of successful fundraising and financial management with nonprofit agencies.

4. Record of program experience and program oversight.

Compensation: Salary is in the high-\$60,000 range, commensurate with experience, plus a generous benefit package.

To apply: Interested candidates should send a cover letter and résumé with the names of three professional references, by November 17, 2006, to:

FAX: 212-924-9544

E-MAIL: [for.ed@verizon.net](mailto:for.ed@verizon.net) (Subject: FOR Executive Director Application)

The Fellowship of Reconciliation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, physical or mental disability, or sexual orientation.

FOR requires that all candidates fill out an Affirmative Action Supplement form. One will be mailed to you upon receipt of your application.

### **Additional Qualifications:**

### **How to Apply:**

Please send applications to [for.ed@verizon.net](mailto:for.ed@verizon.net) or fax to 212-924-9544

Job posted on: October 25, 2006

## ***Researcher on South Africa/NGO Liaison, Human Rights Watch***

Researcher on South Africa/NGO Liaison

Africa Division

(Johannesburg Office)

Deadline for applications: November 30, 2006

Human Rights Watch (“HRW”) is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies of influential governments and international institutions.

Description: Reporting to the South Africa Director, the Researcher/NGO Liaison will be based in Johannesburg and

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Applicants must be a U.S. citizen, national or legal permanent resident alien and 17 or older.**

must be prepared to travel frequently around South Africa. As the NGO Liaison, s/he will work closely with relevant researchers in the Africa division of HRW in order to develop and implement an NGO capacity-building strategy appropriate for South Africa. Reporting to the South Africa Director, s/he will establish the necessary contacts with NGO partners identified in South Africa, and will maintain frequent contact with those NGOs in order to insure a regular exchange of information and expertise. S/he will reinforce the capacity of local NGOs by providing them with needed expertise, assisting them in developing advocacy strategies, and working with them to disseminate joint reports. The NGO Liaison will be responsible for designing and conducting workshops on human rights-related subjects such as human rights monitoring, report writing and advocacy. The NGO Liaison will also be responsible for advocacy and media efforts designed to protect the affected human rights activists.

Researcher responsibilities will include monitoring, investigating and documenting human rights violations and developing local and international advocacy strategies to bring violations to the attention of the government of South Africa and the international community; collecting and analyzing information on human rights developments from a wide variety of sources, including the local media, NGOs, journalists, diplomats, and others in the field; carrying out research missions as may be required; writing briefing memos, short reports, statements and press releases as needed in a concise and accurate manner, with a quick turnaround time; and responding to inquiries from the press, public, and colleagues in the human rights community.

Qualifications: This position requires a substantial background in human rights and policy analysis. The position combines elements of both research and advocacy and requires an individual who has particularly solid judgment and initiative and strong interpersonal skills. Candidates should have a background in human rights concerns in the country and region and excellent English oral and written communications skills. An advanced degree in international relations, journalism, law, history and/or the social sciences as well as experience in human rights work are required. Experience living or working in South Africa and fluency in other regional dialects are assets. A demonstrated commitment to international human rights is required. The ideal candidate will be highly motivated, flexible, well-organized, able to work quickly and well under pressure both independently and as a member of a team, and capable of producing excellent written material in English under tight deadlines. As the NGO Liaison, s/he must be capable of running training sessions and guiding Human Rights Watch colleagues in the inclusion of trainees in planning and conducting fact-finding missions and advocacy campaigns.

Salary & Benefits: HRW seeks exceptional applicants and offers competitive compensation and generous employer-paid benefits. HRW will pay reasonable relocation expenses and will assist employees in obtaining the necessary work authorization.

#### **Additional Qualifications:**

#### **How to Apply:**

PLEASE APPLY IMMEDIATELY (no calls or email inquiries, please) by emailing together a letter of interest, resume, contact information for three references, and two original writing samples (unedited by others) no later than November 30, 2006 to [vaughah@hrw.org](mailto:vaughah@hrw.org). Please use "South Africa Researcher/NGO Liaison Application" as the subject of your email. Only complete applications will be reviewed. It is preferred that all materials be submitted via email. If emailing is not possible, fax or send materials (please do not split a submission between email and regular post) to:

Human Rights Watch  
Attn: Search Committee (South Africa Researcher/NGO Liaison)  
1630 Connecticut Avenue, N.W., Suite 500  
Washington, DC 20009 USA

Fax: +1 202 612 4333

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## ***Communication Officer, Peace Brigades International, Colombia***

Peace Brigades International (PBI) is a non-governmental organization (NGO), registered with the United Nations, which has maintained since 1994 a team of international observers/ companions. PBI Colombia always works at the request of local organizations. The project's objective is to protect the working space of human rights defenders who suffer repression for their non-violent work on behalf of human rights. To fulfil this objective, the PBI Colombia team works in the field accompanying threatened organizations and individuals, produces awareness-raising material, carrying out advocacy work with civil and military authorities, with state organizations, NGOs, the church, the diplomatic corps and other international organizations working on Colombia.

We have a vacancy in our Bogota office for a:  
COMMUNICATIONS OFFICER (1 POST)

The position is located at our Bogota office as part of a team, working in close collaboration with the sub teams and the information analyst. The candidates must be fluent in Spanish and English.

You will coordinate the day to day work of the communications office. You will be also responsible for writing, editing, coordinating production and design of press releases, reports and brochures. Updating the web page, participating in press conferences and public events and collaborating during emergency activations of our Support Network will also form part of your responsibilities.

You will need experience in a Press / Communications environment and will have a high level of writing skills both in Spanish and English. You will have the ability to deal efficiently with high-level communications and a diverse range of contacts. You should be willing to undertake out of hours work when necessary.

### **Additional Qualifications:**

### **How to Apply:**

How to Apply: Please note that PBI cannot accept CVs. To obtain an application pack please either download it from our web page: <http://www.pbicolombia.net/empleo> or contact Chiara Muzzi at [admincolom@pbicolombia.net](mailto:admincolom@pbicolombia.net)

Please note that posts within the Colombia Project are not open to Colombian nationals; Colombians are welcome to apply to any other vacancy within PBI ("work on own country rule").

## ***Three consultancy opportunities for framework-contract lot 8, EC, "PHARE cross-border cooperation programme between Bulgaria and Turkey"***

- **Type:** Job
- **Location:** Lisbon, Portugal, Portugal
- **Organisation:** CESO International Consultants  
Consultancy enterprise in Portugal that bids for short-term, framework-contract assignments, for bidding under diverse lots of the European Commission. For further information please visit <http://www.cesoci.pt> or contact project manager Christina Nascimento at [christinanascimento@cesoci.pt](mailto:christinanascimento@cesoci.pt)
- **Closing Date:** 22-Oct-2006
- **Description:**  
CESO International Consultants offers three consultancy opportunities for the performance of a framework-contract under the European Commission, lot 11, MIHALEVSKI 21 bis: "Technical assistance and project preparatory facility (PPF) to the Bulgaria / Turkey Cross-Border Co-operation programme". We bid on the lot 11, ECORYS, on the 26th October 2006 and the profiles necessary are the following.

- Applicant Requirements:**  
 Key Expert 1 - Team Leader- Expert Category II: Qualifications and skills: University degree in Economics, Law, Environmental Economics/management, Business Studies, Public Administration or other related areas; Excellent command of the English language, both spoken and written; Deep knowledge of EU procedures and requirements in relation with the programming and management of Structural and Cohesion Funds with a relevant practical experience. Excellent computer skills (Word, Excel, PowerPoint, Internet, etc.); General professional experience At least 10 years of professional experience, including minimum 7 years experience in management/preparation/implementation of EU funded projects (to demonstrate experience of managing of minimum one similar project would be desirable); Specific professional experience: Participation in the preparation of minimum one programming documentation for the implementation cross-border programmes financed under EU Structural Funds; Comprehensive understanding of regional development issues (and, if possible, specific issues related to cross-border co-operation), and participation in the preparation/ implementation of minimum one regional development study /research/ plan; Proven experience in planning the organisation of public administrative structures, capability of defining the roles, functions and responsibilities of the staff and writing the related job descriptions. Key Expert 2- Expert Category II University degree in Economics, Environmental Economics/management, Recourses Management, Business Studies, Public Administration or other subjects relevant to the project; Fluency in English and Bulgarian; Knowledge of EU procedures and requirements related to programming and management of Structural and Cohesion Funds; Knowledge of Bulgarian regional development policy, legislation and regional strategies. General professional experience: Minimum 10 years overall professional experience, including minimum 3 years experience in the field of regional development plans/studies and preparation and/or implementation. Specific professional experience: Experience in implementation of PRAG procedures, including minimum one Grant scheme preparation; Experience in organising public awareness events; Excellent networking, communication and negotiation skills. Knowledge of the Border Region between Bulgaria and Turkey would be a plus. Key Expert 3- Expert Category II Qualifications and skills: University degree in Economics, Environmental Economics/management, Recourses Management, Business Studies, Public Administration or other subjects relevant to the project; Fluency in English and Turkish; Knowledge of EU procedures and requirements related to programming and management of Structural and Cohesion Funds; Knowledge of Turkish regional development policy, legislation and regional strategies. General professional experience: Minimum 10 years overall professional experience, including minimum 3 years experience in the field of regional development plans/studies and preparation and/or implementation. Specific professional experience: Experience in implementation of PRAG procedures, including minimum one Grant scheme preparation; Experience in organising public awareness events; Excellent networking, communication and negotiation skills. Knowledge of the Border Region between Bulgaria and Turkey would be a plus.
- Application instructions:**  
 Please contact CESO International Consultants at [christinanascimento@cesoci.pt](mailto:christinanascimento@cesoci.pt), or by telephone: 21 795 8795/9/7; fax: 21 7958997, providing your updated CV, preferably in th English language and in European model, until the 22nd October, please.
- Restrictions:** All European Union nationals.
- Other Contact Details:**  
 Telephone: (00 351) 21 795 8795/9/7; fax: (00 351) 21 7958997.
- Contact Person:** Christina Nascimento [christinanascimento@cesoci.pt](mailto:christinanascimento@cesoci.pt)
- [More information about this Job..](#)**

## ***International Advocacy Officer (United Nations), Palestine***

Position: International Advocacy Officer (United Nations Advocacy)

Organization: Defence for Children International – Palestine Section (DCI/PS), Documentation and International Advocacy Unit (DIA)

Location: Ramallah, Palestine

Please note that this job is different to the other recently advertised position for an International Advocacy Officer which focused specifically on the issue of Palestinian child detainees.

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### Main Responsibilities:

This position will fill a vacancy in our team of two international advocacy officers at DCI/PS who are under the direction of the Documentation and International Advocacy Unit Manager. The two international advocacy officers work collaboratively on the unit's work.

The International Advocacy Officer (United Nations advocacy) will be responsible for the maintenance of the unit's daily international advocacy work in the English language on violations of the rights of Palestinian children related to the Israeli occupation of Palestine. Additionally, the International Advocacy Officer will build the capacity of DCI/PS to carry out advocacy at the UN and EU levels.

The ideal candidate will have a Master's Degree in human rights or international relations or a BA/JD in law with an LLM in human rights, humanitarian or EU law or an MA in a related field of the social sciences and will be fluent in written and spoken English.

S/he will have the following primary responsibilities:

- To monitor UN treaty bodies and special procedures mechanisms in order to identify advocacy opportunities and drive initiatives related to these opportunities
- To network with UN mandate holders and their staff in order to create working relationships between DCI/PS and mandate holders
- To coordinate with the other members of the DIA unit to identify individual violations of child's rights, and systematic patterns of violations as a result of the Israeli occupation and identify the appropriate advocacy format for disseminating information concerning these violations (ie. press release, letter to UN body or country representative office etc...)
- To represent DCI/PS at UN and other international bodies when appropriate
- To brief solidarity groups on the situation of Palestinian child rights
- To keep abreast of advocacy initiatives taken by international and other local human rights organizations, both to inform DCI/PS work, and to identify opportunities for collaboration
- To monitor national and international media on a daily basis for relevant coverage related to Palestine
- To help define the department's advocacy strategy for the EU
- To collaborate with the unit in order to increase proactive targeting of media outlets
- To respond to inquiries from journalists
- To upload information on the DCI/PS' English language website (not technical work, but updating content)
- To participate in DCI/PS' yearly strategic planning processes

### Qualifications:

- Master's Degree in human rights or international affairs or a related field of the social sciences, or alternatively, a BA/JD in law with an LLM in human rights, humanitarian or EU law.
- Fluent written and spoken English
- Minimum two years of related advocacy work experience
- Knowledge of child rights and state obligations to uphold child rights during armed conflict/occupation
- Knowledge of the Israeli-Palestinian conflict
- Ability to travel freely between the Middle East and Europe
- Arabic language ability is an asset

The successful candidate will be passionate about child rights. S/he will be highly motivated and able to work long hours under pressure if required. S/he should be patient and willing to persevere in the face of ongoing violations of child rights. S/he will also be comfortable working in a multi-cultural environment.

### Salary:

USD 1,500 (including taxes)

Closing Date: 3 November 2006

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#### Background on Defence for Children International – Palestine Section

Defence for Children International/Palestine Section (DCI/PS), established in 1992, is affiliated with the Geneva-based Defence for Children International, a non-governmental organization established in 1979, with special consultative status with the United Nations Economic and Social Council. Though affiliated with an international network, DCI/PS is an independent, Palestinian non-governmental organization, which develops its own programmatic priorities and methods of work according to the status of Palestinian children's rights. DCI/PS is dedicated to promoting and protecting the rights of Palestinian children in the West Bank and Gaza Strip – as articulated in the United Nations Convention on the Rights of the Child as well as other international human rights instruments – and to facilitating the creation of an environment which is aware of and respects children's rights.

DCI/PS has three units: the Documentation and International Advocacy Unit, the Legal Unit and the Training and Social Mobilization Unit. The Documentation and International Advocacy Unit is charged with documenting violations of Palestinian children's rights (primarily violations of the right to life and liberty) by Israel and lobbying on various levels in the international arena.

For more information, please see our website: <http://www.dci-pal.org>

#### **Additional Qualifications:**

#### **How to Apply:**

How to Apply:

Please send a completed application in English, including all documents identified below to:

e-mail: [IAOfficer@dci-pal.org](mailto:IAOfficer@dci-pal.org)

Fax: 972.2.2407018

Please note that incomplete applications will not be considered.

- 1) Cover letter stating interest in position and what you can bring to DCI/PS
- 2) CV
- 3) List of contact details for two references including e-mail addresses (one academic and one professional or two professional)
- 4) A writing sample in English of no more than 5 pages (single spaced). Please note that it is acceptable to submit a portion of a document which is larger than 5 pages in total.

### ***Facilitator in West Africa***

LOOKING FOR RESOURCE PERSON TO FACILITATE WORKSHOP ON RIGHTS-BASED APPROACH TO DEVELOPMENT IN WEST AFRICA

Dear colleagues,

Equalinrights, the international resource centre and support network on HRBA, is looking for:

Resource person West Africa/ Moniteurs pour l'Afrique du Ouest

Looking for resource persons to facilitate a participatory and practical workshop on the application of the human "rights-based approach to development" (RBA).

Perspective must be holistic, enabling a reflective, self-empowering learning process on what the RBA means and how it can best be applied for sustainable change in human development; must start and work from people's experiences and work, as well as the local social, political and cultural context.

Please contact Fabienne Simenel, [simenel@equalinrights.org](mailto:simenel@equalinrights.org)

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Cherchons des moniteurs pour diriger un séminaire interactif et pratique sur l'application de l'approche de la programmation du développement fondé sur les droits de l'homme

L'abord doit être intégral, déclinant un processus d'apprentissage réflexif sur la signification de l'approche de la programmation du développement fondé sur les droits de l'homme et la façon d'appliquer cette méthode pour réaliser un changement soutenable dans le domaine du développement humain. Les moniteurs doivent se baser sur l'expérience et les besoins du peuple, et interpréter le contexte local politique, social et culturel dans leur analyse.

Veillez contacter Fabienne Simenel, [simenel@equalinrights.org](mailto:simenel@equalinrights.org)

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Human Rights, culture and universality

Seeking research done on human rights and universality: What does human dignity mean in terms of local/regional values in different cultures and how does that relate to the international human rights framework?

Please contact Emma Sydenham, [sydenham@equalinrights.org](mailto:sydenham@equalinrights.org).

Equalinrights

E-mail: [simenel@equalinrights.org](mailto:simenel@equalinrights.org)

### ***Program Assistant , Human Rights in China***

Job Posting: Program Assistant

Location: New York City

Type of Position: FT w/ benefits

Post Date: October 25, 2006

Start Date: Immediate

Human Rights in China (HRIC), a leading international Chinese human rights NGO with offices in Hong Kong and New York, is seeking a committed, energetic, detail-oriented professional to fill the position of **Program Assistant** in our New York office.

## **About HRIC**

HRIC was founded by Chinese students and scholars in March 1989. Its mission is to promote universally recognized human rights and advance the institutional protection of these rights in the People's Republic of China (China).

HRIC's approach is a long-term process of engaging multiple international actors, including the media, governments, corporations, various United Nations bodies, and other multilateral organizations. HRIC also aims to maximize and leverage its resources by collaborating with other local, regional, and international NGOs.

You'll enjoy working at HRIC if you are:

- Passionate about human rights issues and China;
- Interested in being challenged by innovative projects;
- Willing to take the initiative to suggest and implement leading-edge strategies;
- Looking for a friendly, professional, fast-paced, international work environment.

## **Responsibilities**

The Program Assistant will work with HRIC program staff and provide research and administrative support for ongoing advocacy projects. S/he will also be responsible for interfacing with program staff to manage and streamline HRIC's contacts database.

The Program Assistant will work extensively with HRIC IT and operations staff to provide logistical and technology support, including tasks related to basic IT help desk and website maintenance.

The Program Assistant must be a self-starter who can independently move projects ahead and resolve issues as they arise.

## **Additional Qualifications:**

Candidates must be committed to HRIC's mission and interested in working in a friendly, high-energy, collaborative bilingual NGO that insists on the highest professional and public-interest standards.

- Excellent writing and communication skills
- Excellent analytical, organizational, and planning skills
- Well-organized, detail-oriented, cooperative, and comfortable handling multiple tasks
- Required fluency in written and spoken Chinese (Mandarin) and English
- Interested in China and supporting human rights advocacy
- Must be comfortable with computers and technology. Previous experience in IT or web development is a plus, but not required

**How to Apply:**

Please fax or e-mail a cover letter, resume, and three references to:  
[hric.jobs@hrichina.org](mailto:hric.jobs@hrichina.org) with "Program Assistant" in the subject line.

Human Rights in China is an equal opportunity employer.