



Career Services Newsletter
April 4, 2008
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Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Career Related Events

Organization Spotlight

Internships

Third Way's Internship Program, Washington, DC

www.thirdway.org

Third Way's Internship Program introduces highly motivated graduate or law students, with an interest in policy analysis and development, to the process of advancing a 21st century progressive agenda. In addition to their day to day tasks, interns will gain hands-on experience working closely with Third Way's senior management team, which has extensive political, communications, and policy experience, forged at every level of government and advocacy: the White House, federal agencies, the House and Senate, presidential campaigns, and national non-profit advocacy organizations.

Interns will have the unique experience of participating directly in Third Way's policy development. Interns may be asked to write research memoranda, assist in the drafting of policy briefs used for presentations to staff and members on the Hill, and help to organize and attend briefings, events and press conferences.

Candidates must be graduate students or law students with an interest and knowledge of national politics. Outstanding research, writing, and analytical skills, as well as excellent attention to detail, are imperative. Internships are fulltime and a moderate stipend is offered.

Interns are assigned to one of Third Way's three core program areas.

Applicants should designate their order of preference in their cover letter. Third Way's three program areas are National Security, Culture, and Middle Class Economics. For more information on Third Way's programs please explore this website.

Applications are accepted on a rolling basis. You may apply for the following sessions: Summer (June–August), Fall (September–December), or Spring (January–May). Incomplete applications will not be considered. EOE.

Please send the following to Jill Pike, Deputy Director for Public Affairs, at internship@thirdway.org

1. Cover Letter (indicating program of preference and internship session)

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2. Resume
3. Short writing sample
4. 2-3 References (including one from a professor and one current or recent employer)

Date Posted: 31 Mar 2008

Organization: CGAP

Country/Region: United States

Apply By: 15 Apr 2008

Email: Please apply online by clicking on the button above.

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

Description

Job Level: Internship

The Consultative Group to Assist the Poor (CGAP) is a consortium of 33 bilateral and multilateral donor agencies that work together to expand access to financial services for the poor. The overarching goal of CGAP is to scale up financial services to the poor through a diversity of institutional models and financial products that are able to reach a broad range of poor people. To this end, CGAP functions as a resource center to the microfinance industry as a whole by facilitating the development of standards, developing operational tools, providing technical and advisory services, delivering training, conducting research, and disseminating information on best practices and lessons learned in microfinance.

Who should apply?

Entry-level professionals, including recent college graduates, first-year master's degree candidates, and recent master's graduates may apply.

Candidates in the following fields are urged to apply: international economics, business, finance, international development, and social science (anthropology, sociology, and political science). Fluency in English is required, and languages such as Spanish, French, Arabic, or Chinese are advantageous.

Successful candidates will have excellent written and oral communications skills; business acumen; a strong commitment to the highest quality output; and the ability to take initiative, solve problems, and handle a variety of activities simultaneously in a fast-paced and hard-working environment. We seek high-energy candidates who are eager to learn and contribute substantively to the development of the microfinance industry.

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Assignment: The Communications Team seeks a fellow to facilitate the development and implementation of a social media plan for CGAP and the Microfinance Gateway (MFG).

Responsibilities & Tasks:

- Research, document, analyze, and make recommendations on how CGAP and the MFG can expand outreach and impact within the “microfinance” conversation on personal and organizational blogs, Facebook/MySpace/Linked In, social book-marking sites, Wikipedia, YouTube, etc.
- Implement recommendations as appropriate, which may include development of CGAP and MFG profiles, podcasts, videos, internal blog development, mashups, other web 2.0 tools on organization’s websites
- Identify and develop key partner relationships for content exchange, community building, and traffic driving.
- Assist in development of internal MFG Collab Community for affiliate language sites
- Assist in organizing MFG’s Knowledge Sharing workshop for all language affiliate sites to be held in Sept. 2008
- Other communication duties as assigned

Deliverables:

- Development and implementation of a social media plan, including targets, timelines, and some outputs
- Assist in development of Microfinance Gateway 2.0 user policies

Qualifications:

- Graduate Student, Recent MA
- Experience in online, social media, and blogging
- Strong writing skills
- Understanding of the interplay between online/social media and traditional media
- Demonstrated analytical skills and ability to assess “ROI” of web strategies
- Understanding of web design, applications, navigation a plus
- Experience in the international development/relations sector, particularly microfinance a plus
- Self-starter, team player

Supervisor: Sherry Sposeep, Microfinance Gateway Manager

Intern position at the Budgeting for Foreign Affairs and Defense, Washington, DC

Organization: The Henry L. Stimson Center

Website: www.stimson.org

Email: internships@stimson.org

Description:

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The Budgeting for Foreign Affairs and Defense program offers one summer internship position for undergraduate and graduate students to gain research and analysis experience in the field of national security budgeting.

US national security policy is expressed and sustained through the dollars spent on foreign affairs, defense and intelligence. Budgets are the heart of government; they reveal a nation's priorities behind the political rhetoric. The Stimson Center's Budgeting for Foreign Affairs and Defense program examines the ways in which the nation plans and budgets its national security policy. Whether it is for a \$12 billion aircraft carrier or a \$15 billion initiative to fight HIV/AIDS, the Stimson Center's Budgeting for Foreign Affairs and Defense program conducts independent analysis and provides practical solutions for US national security to improve the way we budget for foreign affairs and defense.

Based on the Henry L. Stimson Center's commitment to professional development, expectations for interns are high. In return, interns can expect a challenging environment which will prepare them for full time employment in a professional setting.

Responsibilities for an intern with the Budgeting for Foreign Affairs and Defense may include:

- Research and analysis of current trends in foreign affairs and defense budgets.
- Summarizing and analyzing the ongoing budget process on Capitol Hill.
- Individual research into specific areas of national security budgeting.
- Program website updates and development.
- Program support and logistics.

Stipend

Interns will be offered a stipend based on individual circumstances and are expected to work regular hours.

Qualification:

Strong candidates will have the following qualifications:

- Very strong research abilities.
- Ability to write clearly and concisely.
- Demonstrated an aptitude for analytical thinking and problem solving.
- Attention to detail and commitment to high quality work.
- Willing to learn how the United States plans and budgets its national security policy.

Applicants will only be considered for a Full-time internship (30+ hours/week).

How to Apply

The deadline for this internship is April 15. To apply, please e-mail internships@stimson.org:

- 1) A copy of our Application Form, titled: Last Name, First Name - Application Form (the application form can be found on our website, <http://www.stimson.org/about/?SN=AB2001110511>)
- 2) Your resume, titled: Last Name, First Name - Resume.
- 3) A cover letter explaining interest in the position, availability, and interest in a specific project or projects, titled: Last Name, First Name - Cover Letter.
- 4) A short writing sample (no more than 5 pages), titled: Last Name, First Name - Sample.

- OR -

Submit the above FOUR documents in one file, titled: Last Name, First Name - Complete Application

Applicants will be interviewed over the phone or, when possible, in person. The selection process takes 2-3 weeks following the deadline. Complete application packets should be sent to: internships@stimson.org.

Please note that applications sent via fax or mail will no longer be accepted.

Helpful Hints

Describe in your cover letter why you are interested in this project. Try to keep your cover letter to one page. Your resume should not exceed one page. Submit your documents as a PDF if at all possible (free software is available, i.e. PDF Creator). If possible, submit all four documents in one file.

All questions should be directed to internships@stimson.org.

No phone calls, please.

Religion and Conflict Resolution Intern position at the Tanenbaum Center for Interreligious Understanding, New York, NY

Organization: [Tanenbaum Center for Interreligious Understanding](#)

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.

Area of Focus: International Cooperation, International Relations, Peace, War, and Conflict Resolution
Start date: May 15, 2008
Last day to apply: May 14, 2008
Paid or unpaid: Unpaid
Language(s): English
End date: September 1, 2008
Last updated: April 2, 2008

Description:

The Religion and Conflict Resolution Program

In a world of conflict often stimulated by religion, Tanenbaum's Religion and Conflict Resolution Program works to further the effective use of religiously motivated peacemakers as a positive force in conflict resolution. Our initiatives promote religious peacemaking as an urgently needed component of Track II (citizen) diplomacy and strengthen the impact of religiously-motivated men and women engaged in resolving conflicts worldwide.

JOB RESPONSIBILITIES

The Religion and Conflict Resolution Intern position is an exciting opportunity for a dedicated and motivated student to play an influential role in cutting-edge efforts in the field of conflict resolution and international affairs.

The Intern will support all aspects of the Religion and Conflict Resolution Program. Primary responsibilities include, but are not limited to:

- Conduct internet research on the Peacemakers' current work in conflict resolution and assist in promoting their efforts through documenting media coverage and through other communication methods. (For more information on the Peacemakers, see: http://www.tanenbaum.org/peacemaker_awardees.html.)
- Use spreadsheets and other organizational tools to maintain systematized nomination processes for the Peacemakers in Action and Women's Peace Initiative awards.
- Assist in the creation of case studies of new Peacemakers by conducting background research on areas of armed conflict and religious peacemaking.
- Assist in the creation of educational resources and initiatives for students and seminarians on the vocation of religious peacemaking.
- Support the capacity of the Religion and Conflict Resolution Program by managing files and archives.
- Serve as a member of the Program Team, assisting in the creation and development of new initiatives, including researching potential funding and partnering opportunities for the program.

QUALIFICATIONS AND EXPECTATIONS

- Commitment to the mission and goals of Tanenbaum.
- Strong interest and academic background in conflict resolution and international affairs.
- Interest and experience in religious studies a plus.
- Strong research and analytical skills.
- Excellent oral and written communications skills.
- Ability to analyze and clearly present data.
- Ability to work and think independently.
- Team player.
- Creative.
- Organized and adept at multi-tasking.
- Capable of representing Tanenbaum and the Religion and Conflict Resolution Program in a professional manner at

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all times.

- Computer skills, especially Internet and Microsoft Office.
- A sense of humor.

Application instructions:
COMPENSATION

The Religion and Conflict Resolution Intern is an unpaid position for the summer and, if desired, fall academic semester. Tanenbaum will work with you and your school so that you receive academic credit for the internship.

TO APPLY

Please send a cover letter, resume, and one or two brief writing samples (less than five pages) to hr@tanenbaum.org. Be sure to include the name of the position in the subject line of your email.

No phone calls, please.

The Initiative for Inclusive Security Internship Program, Washington, DC

Summer 2008

The Initiative for Inclusive Security, a program of Hunt Alternatives Fund, advocates for the full participation of all stakeholders, especially women, in peace processes. Creating sustainable peace is achieved best by a diverse, citizen-driven approach. Of the many sectors of society currently excluded from peace processes, none is larger—or more critical to success—than women. Since 1999, Inclusive Security has connected more than 800 women experts with over 5,000 policy shapers to collaborate on fresh, workable solutions to long-standing conflicts across the globe. Our conflict focal areas include Afghanistan, Colombia, Liberia, the Middle East, Sudan and Uganda. For more information on the organization, please see www.huntalternatives.org.

Inclusive Security currently seeks to fill an unpaid, full and/or part-time internship position for Summer 2008 in Washington, DC. In this capacity, this individual would work with a dynamic team on specific advocacy projects relating to women, peace, and security issues. We are looking for a professional individual with excellent writing and communication skills as well as strong organizational skills, who enjoys working in a fast paced environment. Men are welcomed and encouraged to apply.

Please submit a resume and writing sample to Tobie

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Whitman at tobie_whitman@huntalternatives.org by April 10. Applications will be considered on a rolling basis so we encourage early submission.

Fellowships

Liberia Fellows positions with the Center for Global Development, Monrovia, Liberia

Education: Bachelor (BA, BS, etc.)
Job Category: Administration, Public Policy, Research
Salary: 35000
Last day to apply: April 7, 2008
Last updated: March 27, 2008
Type: Full time
Language(s): English
Job posted on: March 27, 2008
Area of Focus: Economic Development

Description:

General Summary:

The Government of Liberia, working in cooperation with the John Snow, Inc. Research and Training Institute (JSI R&T) and the Center for Global Development (CGD), is seeking young professionals to serve as Fellows working in various Ministries in Liberia for one year. The role of the Fellow will be to provide senior Liberian government officials with effective support in the realms of policy, speechwriting, ministerial coordination and administration (particularly in areas related to economics and finance). One or more of the positions available is for those with a background and interest in programs generating economic and employment opportunities to young women. Liberians are especially encouraged to apply. You can discover more about it and read bios and blogs of the current fellows at:

http://www.cgdev.org/section/initiatives/_active/scottfellows.]

Major Duties:

The Fellows responsibilities will vary from position to position and will depend on the specific senior official with which they work, but generally will include:

- o Coordinating and communicating within the Ministry/Agency, across other government agencies, and with major international agencies;
- o Providing research, analysis and advice to the senior official on selected substantive policy issues;
- o Drafting policy papers;
- o Drafting talking points, speeches, letters, notes, correspondence, etc.;
- o Taking notes and keeping records of meetings, and ensuring follow-through by key personnel on policy decisions;
- o Helping the senior official to manage his/her schedule, set priorities among commitments, and delegate responsibilities where possible;
- o Assisting in building the capacity of a Liberian to assume similar responsibilities over time; and

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o Other duties as required.

Benefits:

Those selected will be fellows of JSI R&T, a leading international public health organization, but will report on a daily basis to the relevant government official. They will receive a stipend of \$35,000 plus a housing allowance, health and evacuation insurance, and will be expected to work in Monrovia for one year. In addition, the program will provide an economy class round trip ticket. Fellows will be expected to complete a short paper on their experience by the end of their assignment. The Fellowships are funded through generous support to Liberia from the family of Edward W. Scott, Jr. and the Nike Foundation.

Qualifications:

Applicants should have a strong familiarity with the history, culture and political-economic environment of Liberia.

A graduate degree in economics, public policy, finance or other related development fields and one year of related experience, or a bachelor degree with at least three years of related experience.

Superior oral and written communication skills, a strong work ethic, and the ability to interact effectively with all levels of staff, government officials, and the public.

Applicants should also have outstanding organizational skills, be flexible, reliable and able to handle multiple tasks under tight time constraints.

Ability to work behind the scenes in a supportive role.

How to Apply:

The application process is being managed by JSI R&T (not by CGD). Applicants should submit a cover letter of no more than two pages describing key qualifications, areas of expertise and career objectives, three references, along with a CV/resume by close of business April 7, 2008 to: Sharon Rocco, Program Manager, JSI, srocco@jsi.com . Please indicate Liberia Fellow Application in the subject line. JSI R&T and CGD are committed to attracting and maintaining a diverse and dedicated workforce. Minorities, women and developing country nationals with I-9 employment status are encouraged to apply.

International Human Rights Advocacy Fellow-Colombia, Washington, DC

Advocacy Project

Area of Focus: Community Building and Renewal,
Disability Issues, International Relations, Social
Enterprise and Economic Development

Skill(s): computer training, database design, public
relations, Web page design, Writing

End date: August 25, 2008

Last updated: March 27, 2008

Language(s): English, Spanish

Start date: June 1, 2008

Last day to apply: May 8, 2008

Paid or unpaid: Unpaid

Description:

Colombia: Advocating for Greater Social Inclusion of Conflict Survivors Through Communications-Based Human Rights Advocacy

Based in: Bogotá

** Note: This Fellowship is sponsored! The Peace Fellow will receive a \$1000 stipend plus \$250 towards the cost of insurance.***

Host: Survivor Corps Colombia (SCColombia). Formerly known as Landmine Survivors Network, SCColombia was established in June 2007. Survivor Corps vision is a Victim-Free World where survivors of violence and war triumph over tragedy; a world where survivors are rebuilding their lives and thriving as leaders in their own communities, and raising their voices for peace. The three over-arching projects that the Colombia office has designed are:

1. Rebuilding communities through peer support: from victims to survivors, from former combatants to citizens
2. Rebuilding communities through social inclusion and peace building
3. The 1092 Campaign: putting into practice the right to work for people with disabilities in a context of armed conflict

SCColombia asks that the Peace Fellows work weave into the above projects with an emphasis on Communications Technologies, as follows:

Responsibilities:

Help SCColombia and partners design a communications strategy to get its message heard locally and through a global constituency

Help SCColombia design a communications strategy to take its message to advocacy targets

Produce information on SCColombia work through blogs

Train hosts to blog

Provide a one day training of the whole range of tools available (photo libraries, video footage, social networking, AP website, contact databases local, global, diaspora-environment, eco-network, etc) to improve advocacy and lobbying : basic concepts with examples, addressed to a non IT audience

Help SCColombia understand other ICT needs

Qualifications:

Advanced Spanish (oral a must, and written preferred)

Graduate level Fellow

Understanding of issues relating to human rights, social justice and development

Self-reliance, flexibility, and a sense of improvisation and creativity

Experience networking and conducting outreach at national levels a must, international experience highly valued

Experience working in a cross-cultural context highly valued

Information and ICT skills

I nterest and knowledge of Latin America/Colombia highly valued
I nterest in working with survivors of conflict

DATES ARE FLEXIBLE! WE ASK OUR FELLOWS WORK 10-12 WEEKS!!!

Application instructions:

For application instructions, more information on the work plan, and FAQs, please see the Fellows page on

The Advocacy Project website at

<http://www.advocacynet.org/page/fellows>

Amy Burrows
1326 14th Street NW
Washington, District of Columbia 20005
United States

aburrows@advocacynet.org

Jobs

International Program Manager, East & Southern Africa, Toronto, Ontario, Canada

Salary: Commensurate with experience

Education: Bachelor (BA, BS, etc.)

Posted by: [Right To Play](#)

Job Category: Administration, Advocacy, Communications, Editing & Writing , Grants administration, Project management

Language(s): English

Job posted on: March 31, 2008

Area of Focus: Children and Youth, Community Service and Volunteering, Peace, War, and Conflict Resolution, Sports, Recreation, and Leisure

Type: Full time

Last day to apply: April 15, 2008

Last updated: March 31, 2008

Background:

Right To Play uses specially-designed sport and play programs to improve health, build life skills, and foster peace for children and communities affected by war, poverty and disease. Working in both the humanitarian and development contexts, Right To Play has projects in more than 20 countries in Africa, Asia and the Middle East. Right To Play takes an active role in driving Sport for Development and Peace research and policy and in supporting

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children's rights. Right To Play has developed important implementing and operational partnerships with numerous organizations, including UNRWA, UNICEF, and the World Health Organization.

Job Summary:

The International Program Managers report directly to the Senior Desk Officer (SDO) who reports to the Director, Field Operations (DFO). While this position is located in Toronto, travel of roughly six to twelve weeks a year will be required to visit the Region and government partners.

The International Program Manager is the core professional international development position in the Field Operations team. The International Program Manager will work closely with Regional and Country teams to ensure that every aspect of project management is used to achieve Right To Play's mission. The project management cycle will require a strong grasp of planning, operating plans, budgets and financial management, donor management, relationship management, human resources, communications and contract monitoring and compliance. The International Program Manager will have a strong base of knowledge and experience in international development best practices, trends, methodologies and processes. The International Program Manager will also play a critical role in proposal writing, report writing and donor management, with ultimate responsibility for stewarding contracts and deliverables and growing a donor portfolio. A sophisticated ability to communicate and manage relationships amongst various stakeholders will be key, including HQ staff, Regional staff, National office staff and government donors.

RESPONSIBILITIES:

PROGRAM MANAGEMENT AND OPERATIONS (% of Time: 30)

The International Program Manager is responsible for ensuring that the highest standards of project management are utilized in the implementation of Right To Play's strategic program areas. This includes:

- Planning
- Monitoring and Measurement
- Delivery Model
- Operations
- Document Best Practices and Lessons Learned

RELATIONSHIP MANAGEMENT AND COMMUNICATION (% of Time: 20)

The International Program Manager is the key delegate on behalf of the Director, Field Operations for communications and relationship management with the Regional Director. Other key stakeholders include any Regional staff that the Regional Director appoints to interact with the International Program Manager, National Office staff and government and bilateral donors:

- Regional Directors
- National Office Relationships
- HQ Relationships
- Donor Relationships
- Stakeholder Relationships

PROPOSAL WRITING AND RESTRICTED DONOR DEVELOPMENT (% of Time: 20)

The International Program Manager is ultimately responsible for managing a donor base for the relevant regional and/or country programs. This includes:

- Proposal Writing
- Research Donor Priorities and Opportunities

CONTRACT MONITORING AND COMPLIANCE (% of Time: 15)

The International Program Manager is responsible for ensuring that all donor contractual obligations are well addressed and that adequate human resource capacity has been planned for by the Regional team. This includes:

- Internal Reporting
- Narrative Reports to Donors
- Compliance

PROGRAM FINANCIAL MANAGEMENT (% of Time: 15)

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The International Program Manager is responsible for working closely to support Regional teams during the budget development and review process, ensuring alignment with the overall strategic and financial priorities of the organization. This includes:

- Budget Assessment and Analysis
- Financial Reports to Donors
- Budget Re-profiling and Donor Negotiation
- Financial Trends and Issues

Additional Qualifications:

Minimum Requirements (must have):

5 to 7 years experience in a humanitarian or development organization, including at least 2 to 3 years of field experience.

Experience in developing successful proposals for government donors and growing a grant portfolio over a number of years.

Experience in project managing grants and programs for government donors in the international development context from conception to completion.

Experience in building and maintaining strong donor relations.

Experience in Results Based Management.

Experience in budgeting and financial management.

Desired Assets:

Masters degree in International Development Studies or related field.

A relevant second or third language (Relevant to the region)

Experience working for a sport for development organization.

Experience in partnership development.

Understanding of Sport for Development and Peace

IT/Software/Technical Skills:

Computer literacy in Word, Excel, and Power Point.

International development knowledge base

Project Management and Planning

Technical Writing

Grant Management

Results Based Management

Partnership and Donor Management

Monitoring and Evaluation

Budgeting and Financial Management

General understanding of HIV/AIDS, Gender, Disabilities, Education & Child Development, Peace Building & Conflict Resolution, Child Protection.

Personal Attributes:

A high level of analytical skills, an understanding of relationships and trends (both programmatic and financial), strong interpersonal skills including emotional intelligence and cross-cultural communication, an ability to deal with stress and ambiguity, a strong results orientation, an ability to achieve results through teams, persuasion and personality, an understanding of partnership development, a personal sense of responsibility, multi-tasking, a capability to train and develop the competencies and capabilities of colleagues, an ability to coordinate work and communications at a distance and asynchronously, a collaborative team orientation, diplomatic, collegial and personable.

How to Apply:

If you would like additional information on this job posting with Right To Play, we invite you to visit the Careers section of our website www.righttoplay.com

If you are interested in applying for this position, please send your resume and cover letter to: hr@righttoplay.com and kindly include the job title in the subject line. Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

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Right To Play - Human Resources Philosophy

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.

Director of Facilitation with the National Association of Home Builders, Washington, DC

Job Category: Member Services & Education

Job Level: Management/Professional

Job Code: 852

Date Posted: 1/9/2008

Job Description:

Seeking a highly motivated association management professional with 7+ years experience. Successful candidates must have exceptional management and customer services skills; demonstrated ability in managing multiple priorities; excellent written and verbal communication skills; and demonstrated strong speaking and facilitation skills in a member/volunteer environment. Applicant must have prior experience managing volunteer committees, task forces, or board of directors. Prior supervisory experience is necessary. Extensive travel up to 25 meetings per year is required. Knowledge of association governance, board/staff partnerships, leadership training, strategic planning and the building industry is preferred. Candidates should have a degree in business administration or related field or equivalent experience.

Senior Program Officer with Mercy Corps Conflict Management, Cambridge, MA

Mercy Corps exists to alleviate suffering, poverty and oppression by helping people build secure, productive and just communities.

Closing date: 26 Apr 2008

Job Description

Mercy Corps Conflict Management Group

Mercy Corps works in countries in transition, where communities are recovering from disaster, conflict, or economic collapse. Our experience demonstrates that even during times of turmoil and tragedy, there are many possibilities for positive change. A commitment to peaceful change is at the heart of Mercy Corps's approach to relief and development. The Mercy Corps-Conflict Management Group (MC-CMG) is dedicated to helping our field teams and country programs design and implement programs that build on these opportunities and that help to reduce violence and build peace.

In 2004 Mercy Corps took a decisive step to enhance its capacity to address conflict by merging with the Conflict Management Group in Cambridge Massachusetts. Over its 20 year history, the Conflict Management Group had developed a widely acclaimed reputation built on interest-based negotiation methodology. The Conflict Management Group's track record in troubled regions worldwide provided a natural complement to Mercy Corps's extensive programs in transitional countries. By combining the Conflict Management Group's vast experience in negotiation and mediation with Mercy Corps's deep global experience in working with local communities to address their needs, Mercy Corps's Conflict Management Group has been able to link dialogue and mediation with practical action, so that communities can both identify and address the issues that divide them.

Mercy Corps has also recently made a commitment to deepening our programming Africa. We believe that our presence there as a relatively new player will bring fresh perspectives and creative problem-solving to many of the continent's significant challenges. Mercy Corps currently has programs Liberia, Niger, Central African Republic, Democratic Republic of Congo, Uganda, Sudan, Kenya, Ethiopia, Somalia, and Zimbabwe.

General Position Summary

The Senior Program Officer (SPO) will work closely with the Director of MC-CMG, Regional Program Directors for East and Southern Africa (Nairobi) and West Africa (Ghana), Country Directors, and field teams across the continent to help with the development and implementation of conflict management strategies and programs. While the position will focus heavily on conflict in Africa, the Senior Program Officer is also expected to cover conflict programs in other Mercy Corps programs around the world on an as needed basis. The SPO will provide leadership in the areas of peacebuilding and conflict management, to include conflict analyses, trainings, program development, assessments, and evaluations. The SPO will also be responsible for cultivating and nurturing local partnerships and partnerships with peer agencies, bilateral and multilateral donors, the private sector, and foundations who work in the area of conflict management.

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.

Essential Job Functions

Works closely with MC-CMG Director and Regional Program Directors to identify and pursue new strategic opportunities in conflict management in Africa and other areas as necessary.

Provides support to Mercy Corps programs in Africa and other areas as needed in order to help integrate best practices in conflict management and peacebuilding into relief and development proposals and programs. This includes support in all areas related to conflict management, including conflict analyses, assessments, program and proposal development, monitoring and evaluation, scaling up of effective interventions and approaches, skills building, and training.

Maintains effective relationships with relevant peer agencies, bilateral and multilateral donors, foundations, and the private sector, and identifies and fosters linkages with other agencies to deepen our impact, particularly at the macro level.

Serves as an active member of the Technical Support Unit (TSU) and participates in team phone calls, teambuilding activities, and works toward shared team objectives. Also actively collaborates with other TSU teams, including livelihoods, health, economic development, food security, and natural resource management on developing multi-sectoral assessments and programs. With the Director MC-CMG and the rest of the MC-CMG team, actively engages in external and internal relationship building, provides project updates, and participates in meetings, academic events, conferences, media forums and other events.

Additional Functions

Assist in tracking, coordinating and insuring responses to the field within three days of an incoming request; utilize internet capability for up-to-date news and information on global developments and programs areas for required research.

Make in-country visits as necessary to support country programs and teams.

Other duties as requested and agreed upon.

Organizational Learning

As part of Mercy Corps's agency-wide Organizational Learning Initiative, all team members are responsible for spending 5% of their work time in formal and/or non-formal professional learning activities.

Accountability to Beneficiaries

Mercy Corps team members are expected to support all efforts towards accountability, specifically to our beneficiaries and to international standards guiding international relief and development work while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

Accountability

Reports directly to:

Director, Mercy Corps - Conflict Management Group

Works closely with:

Conflict Management Group team members, Regional Program Directors, Country Directors, and field teams

Also with: Program Operations staff, Technical Support Unit teams, and other Headquarters staff.

Knowledge and Experience

MA/S or equivalent in international development or related field required.

Minimum 8-10 years of project management experience required, including budget oversight, grants management, proposal development and relationship building.

Experience working overseas in conflict management programming required.

Experience with assessments, monitoring and evaluation, and training required.

Familiarity with regional issues and their relationship to conflict, including HIV-AIDS, youth unemployment and alienation, natural resource conflict, ethnic tensions, and governance issues required.

Success Factors

The successful Senior Program Officer will combine exceptional representation skills and experience in maintaining relationships with the US Government, NGOs, for-profit firms and private donors with strong creative and entrepreneurial skills to lead and support new opportunities, partnerships and the scaling up of proven interventions. Effective verbal and written communication, facilitation, participatory leadership and solid management skills are needed. In addition to these qualifications, we are seeking someone with a great attitude who is flexible, outgoing and thrives in evolving and changing environments. The most successful Mercy Corps staff members have a strong commitment to teamwork and accountability.

The SPO will also recognize the importance of working closely at all times with the field teams in Mercy Corps's™ regions. The ability to be a team player both with the field team, MC-CMG, and other parts of Mercy Corps is essential.

Living/Working/Environmental Conditions

This position will be based in Cambridge and requires between 35% and 50% travel to overseas program locations.

Vacancies Contact

Please apply for positions with Mercy Corps at <http://www.mercycorps.org/aboutus/jobs>

Associate Representative II position with Quaker United Nations Office, New York. NY

American Friends Service Committee (AFSC)

Closing date: 18 Apr 2008

Job Description

Supervisor: Director/Representative, Quaker United Nations Office

Background:

The Quaker United Nations Offices (QUNO) in New York and Geneva seek to further the peace-making and humanitarian work of the United Nations and to interpret matters of the UN from a Quaker perspective. These offices are sponsored by the Friends World Committee for Consultation (FWCC), a Quaker organization with general consultative status as an international non-governmental organization at the UN, and administered in New York by the American Friends Service Committee and in Geneva by Quaker Peace and Social Witness (QPSW).

QUNO NY was established in 1947 and over the years has focused on a broad range of UN issues of concern to Friends. These have included disarmament, human rights, sustainable development and international security issues. Currently, the work of QUNO NY is focused on supporting the ability of the UN to carry out its peacebuilding mandate. Attention is given to particular conflict areas around the world and how institutions within the multilateral system can act to end the scourge of war. QUNO uses quiet diplomacy and issue vanguarding as principle methods for moving issues forward and bringing underrepresented voices into negotiations at the international policy level.

Summary of Responsibilities: Within the program norm of collaborative decision making and mutual support, the Associate Representative will function as part of a team in the QUNO office to develop and implement one or more program priority areas as articulated in the QUNO strategic plan. She/he engages with senior staff within the UN system, UN Secretariat, diplomats and, at times, Ambassadors from Permanent Missions to the UN, as well as NGO representatives. The Associate Representative seeks to bring together stakeholders to address high priority concerns related to emerging and unattended conflicts, to promote the effectiveness of the UN Peacebuilding Commission and to create opportunities for members of the UN community who might not otherwise connect in official circles to come together to resolve differences and address common problems. He/She participates in Quaker and other gatherings and articulates and interprets QUNO's perspective and experience on international issues.

Responsibilities:

1. Develop and implement one or more areas of QUNO program; plan, organize and implement relevant program activities, with particular emphasis on peacebuilding and conflict prevention.

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2. Supervise Program Assistants and Associates, guiding program development and overseeing program activities.
3. Represent QUNO at relevant program-related meetings at various levels within the United Nations; alert QUNO Director about meetings requiring his/her presence; prepare briefings and recommendations.
4. Establish and maintain relationships with key staff and diplomats at UN missions relevant to priority program areas and facilitate building communication and relationship among them to achieve desired outcomes.
5. Lead explorations of new connections and relationships.
6. Liaise with QUNO Geneva, AFSC, FWCC and other Quaker organizations around areas of program specialization. Accompany the appropriate participation of these organizations at the UN.
7. Report on work in one or more areas and interpret overall work of QUNO and Quaker House within the UN system to AFSC, FWCC, members of the Religious Society of Friends and other stakeholders.
8. Submit narrative and financial reports on program activities as required.
9. Prepare for, report to and attend meetings of the Quaker UN Committee, in collaboration with the Director and other staff.
10. Carry out fundraising for QUNO program and Quaker House under the direction of the AFSC Development Department and QUNO Director.
11. Monitor the advancement of the strategic plan, and coherence with AFSC strategic plan, recommending program adjustments.
12. Represent QUNO at various Quaker meetings, and AFSC meetings.
13. Other work and projects as assigned by the QUNO Director.

Qualifications:

1. Compatibility and familiarity with the Quaker values and testimonies defining QUNO's work and the ability to represent them to others; understanding of and commitment to the principles, concerns and considerations of the Religious Society of Friends world-wide.
2. University degree in relevant field required, masters degree desirable. Four or more years' experience in program planning, implementation and management, demonstrating skills in staff supervision, developing and monitoring program budgets, and external representation.

3. Demonstrated ability in providing leadership around controversial issues. Experience working with and supervising individuals of diverse cultural backgrounds and in handling sensitive issues publicly and with the media.
4. Substantive working knowledge of and demonstrated ability in the area of peacebuilding, conflict prevention and mediation related to international issues. Knowledge of the UN system its working methods and its principles highly desirable.
5. Experience with analysis and interpretation of international social, economic, and political developments.
6. Demonstrated knowledge of fundraising related work such as developing proposals and representing them to donors.
7. Experience in organizing conferences and meetings.
8. Knowledge of and experience with Friendsâ€™ meetings and/or organizations very helpful.
9. Demonstrated ability to communicate effectively in English, both orally and in writing; ability to work in other official UN languages required.
10. Ability to carry out assignments independently while remaining in close consultation with supervisor and colleagues.
11. Demonstrated ability to work with people of differing backgrounds and ideologies. Facility in meeting people and conversing easily; sensitivity to cultural, religious, gender and class differences among people.
12. Ability to respond to rapidly changing situations in the UN community and resultant shifting emphasis in Quaker UN programs.
13. Computer literacy, including word processing, spreadsheet, database, and communications software.
14. Availability to attend evening and weekend meetings and to travel outside the United States for periods up to two weeks.

Compensation: Salary Range 17 - Exempt – Comprehensive medical and hospitalization plan; term-life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker's compensation and Social Security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer.

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Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

QUNO is a smoke-free workplace.

Vacancies Contact

jobs@afsc.org

Reference Code: RW_7D4MXB-41

Program Manager position at the Alliance for Peacebuilding, Washington, DC

The Alliance for Peacebuilding is a membership-based network of organizations and professionals devoted to help build sustainable peace and security worldwide. AfP is seeking a program manager to help develop, raise funds for, and promote the Global Conflict Prevention Mechanism (GCPM). GCPM is a joint project of AfP, Swisspeace and others to create and implement a mechanism to respond effectively to warnings of possible violent conflicts. For more information on the Alliance for Peacebuilding, visit www.allianceforpeacebuilding.org. For information on the Swisspeace, visit www.swisspeace.ch.

Qualifications include an advanced degree or comparable experience in conflict prevention plus demonstrated effectiveness in fundraising and marketing. Candidates must demonstrate exceptional written and oral communication skills as well as the ability to build quality professional and inter-personal relationships. The ability to develop and implement a major gifts fundraising campaign is essential. Energy, enthusiasm, and commitment are expected qualities.

Please send a cover letter, resume, salary expectations, and a list of 3 references to: chic@allianceforpeacebuilding.org. The position will be filed as soon as a well qualified person is identified and hired.

Charles F. (Chic) Dambach

President and CEO

Alliance for Peacebuilding

11 Dupont Circle #200

Washington, DC 20036

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.

One-year visiting assistant position at Clark University, Worcester, MA

The Department of International Development, Community, and Environment (IDCE) at Clark University seeks an instructor or assistant professor for a one-year visiting position in their International Development and Social Change scholar-practitioner program for the 2008-2009 academic year. Responsibilities will include teaching four or five courses at undergraduate and graduate level. Possible courses include: undergraduate level Introduction to Cultural Anthropology, Introduction to International Development, or Research Methods; and Master's level practitioner-oriented seminars. The candidate will also have some advising responsibilities for undergraduate and graduate students. We are particularly interested in a candidate who can convert fieldwork and practitioner experience into classroom content. Primary areas of expertise may include two or more of the following: conflict/post-conflict and development, involuntary migration, environment, humanitarian assistance, food security, community participation and empowerment, and non-governmental organizations. Discipline and geographical area are open. Candidates with a Ph.D. or equivalent in any relevant discipline and work experience in international development are invited to apply.

Clark's interdisciplinary department in International Development, Community, and Environment includes a core faculty of seventeen and a larger group of affiliate faculty engaged in interdisciplinary teaching, research, and programmatic activities. Please visit our website for more information: <http://www.clarku.edu/departments/idce>.

To apply please send a letter of interest, curriculum vitae with list of references, and a brief description of potential courses or teaching interests. These should be submitted electronically to jjohnstone@clarku.edu or mailed to Chair, IDSC Search Committee, IDCE, Clark University, 950 Main Street, Worcester, MA 01610. (Email is preferred; follow-up hard copies are not required.) Review of applications will begin April 7, 2008. AA/EOE. Women and minorities are strongly encouraged to apply.

Program Associate position with Women's Learning Partnership, Washington, DC

Women's Learning Partnership (WLP) is an international, non-governmental organization (NGO) established to advance communication and cooperation among the women of the world in order to protect human rights, facilitate sustainable development, and promote peace. WLP's programs focus on women's empowerment through implementing multi-country human rights advocacy campaigns, creating culture-specific multimedia skill-building curricula, and organizing grassroots workshops and training of trainer institutes on participatory and transformative leadership. WLP implements its training and capacity-building programs in cooperation with twenty partner organizations in Africa, Asia, Latin America, and the Middle East.

Job Description: WLP's Program Associate is based at the WLP liaison office in Bethesda, Maryland (in the Washington DC metro area). Responsibilities include:

- Liaising with WLP's partner organizations including Cameroon, Lebanon, Mauritania, and Morocco and assisting with coordinating the implementation and evaluation of grassroots training workshops, and national and regional training of trainer institutes.
- Coordinating the production of culture-specific language editions of leadership training handbooks, multimedia materials, and other training tools, including working with writers, reviewers, translators, editors, graphic designers, and printers.
- Assisting with implementation of online distance learning courses, radio webcasts, and video-conference meetings among WLP partners.
- Writing reports to funders, board, and partners, and newsletter articles based on program results from the field.
- Assisting with planning and implementing international conferences and meetings.

Qualifications: Commitment and dedication to women's empowerment. Advanced degree in International Development, Human Rights or Political Science. Minimum 3 years experience working in the non-profit sector. Strong writing and editing skills. Ability to communicate with individuals from diverse backgrounds. Understanding of emerging technologies and proficiency with computers/word processing. Excellent organizational skills and attention to detail. Ability to manage multiple tasks and work under pressure.

Preferred Skills: Foreign language skills (Arabic and/or French strongly preferred). Familiarity with the politics, history, and cultures in Africa or Asia or the Middle East. Creativity and flexibility. International experience is desirable.

Salary and Benefits: Salary commensurate with experience. Excellent medical, dental, and retirement benefits.

Please send your resume, writing sample, and a list of three references to:

Search Committee

Women's Learning Partnership

4343 Montgomery Avenue, Suite 201, Bethesda, MD 20814

Fax: (1) 301-654-2775 | Email: wlp@learningpartnership.org

Web: www.learningpartnership.org

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.

No calls please

PROGRAM OFFICER, HUMAN RIGHTS Ford Foundation / New York, NY,

Closing date: April 30, 2008.

SUMMARY DESCRIPTION:

The Program Officer will be responsible for developing, monitoring and coordinating grantmaking activities in the Migrant and Refugee Rights portfolio, the goal of which is to support work that promotes the consistent protection of the rights of migrants and refugees and effective sustained advocacy on their behalf.

Working closely with the Director of the Human Rights Unit, the Program Officer will help find effective ways to make the case that protecting the rights of migrants and refugees benefits citizens as well as non-citizens, and that human rights extend to all persons in the U.S. without regard to citizenship status. In particular, the Program Officer will work toward supporting the development of a diverse, unified and effective migrant and refugee rights movement that includes advocacy for the most vulnerable.

The Program Officer will promote increased efficacy of selected organizations in the United States primarily, and selectively in some of the regions in which the Ford Foundation has offices (Africa, Asia, Latin America and Russia) that most effectively put forth the mission of this portfolio.

The Program Officer will develop grantmaking strategies; identify prospective grantees; solicit, review and respond to grant proposals; and prepare recommendations for Foundation funding. The Program Officer will be expected to provide intellectual leadership in the field of migrant and refugee rights and to work closely with other Program Officers throughout the Foundation whose work relates to the central mission of the portfolio. The Program Officer is expected to collaborate broadly with scholars and practitioners, government agencies, non-governmental organizations, and other donors on issues of common program concern.

QUALIFICATIONS:

- Advanced training in law or public policy, or other relevant field;
- Substantial professional experience working on immigrant/refugee rights issues in the U.S. and internationally;
- Excellent analytical, oral presentation, writing, and interpersonal skills.

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- Also desirable are fluency in a second language and familiarity with philanthropy and nonprofit sector issues in the U.S. and developing countries.
- The ability to work closely with colleagues and grantees of diverse backgrounds and perspectives is critical.
- Excellent people skills, high energy and commitment level are required.

TO APPLY:

To apply for the position visit www.fordfound.org/employment or send full application materials (consisting of substantive cover letter, resume, and a 5-20 page sole-authored writing sample in English) to J. Graber at 320 E. 43rd St., New York, NY 10017, USA, BY APRIL 30, 2008.

Program Officer position at U.S Institute of Peace, Washington, DC

Website: www.usip.org

Compensation: Salary is commensurate with qualifications, experience, and salary history.

Email: vacancies+200829@usip.org

Fax: 202-833-1019

Description:

The United States Institute of Peace is an independent non-partisan institution established by Congress to increase the nation's peacebuilding capacity. We do this by empowering others with knowledge, skills, and resources, as well as by directly engaging in peacebuilding efforts around the globe. Specifically, we work to: prevent violent conflicts before they occur, mediate & resolve them when they occur, promote post-conflict stability after the fighting ends, and increase peacebuilding capacity, tools, and intellectual capital worldwide.

The United States Institute of Peace (USIP) seeks a rule of law expert to serve as Facilitator for the International Network to Promote the Rule of Law (INPROL) www.inprol.org. INPROL is a web-based knowledge network of rule of law practitioners and experts' worldwide working on rule of law issues in societies transitioning from war to peace. By facilitating the exchange of information between experienced practitioners, and providing access to relevant documents and best practices – INPROL turns “lessons learned” into lessons applied in real time.

The primary responsibilities of the INPROL Rule of Law Facilitator are to (1) respond to queries from the field for information and expertise; (2) research, draft, and submit original rule of law content for the INPROL, including guidance notes on best practice; and (3) develop the online library of relevant rule of law documents. The Facilitator will also moderate the Rule of Law Discussion Forums on INPROL, which includes: initiating discussion on topics of interest to the community of practice; monitoring the discussion forum; researching sources of information; and drafting responses to member queries. Additional responsibilities include recruiting rule of law experts and practitioners.

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.

Qualification:

Applicants must be U.S. citizens. The successful candidate will have (1) have an advanced degree in law, social or political sciences, international relations or a related field; (2) at least five years of relevant rule of law experience, including field-based positions in international missions; (3) excellent writing and oral communications skills; (4) ability to work independently and yet collegially with staff and external organizations and individuals. Previous facilitation experience is also desired. Candidates must possess excellent computer skills (Macintosh preferred) especially in word processing and Internet navigation. Employment with the U.S. Institute of Peace is not employment with the U.S. government.

Salary is commensurate with qualifications, experience, and salary history. Benefits include an excellent retirement program, health and dental insurance, life insurance, annual and sick leave programs, flexible spending accounts, etc.

Interested candidates should submit a resume including recent salary history to:

Email to: vacancies+200829@usip.org

Fax to: 202-833-1019

Mail to: USIP Vacancy No. 200829 1200 17th Street NW, Suite 200 Washington, DC 20036

Review of applications will begin immediately and will continue until the position has been filled.

Tenure-Track Faculty position at Chadron State College, Chadron, NE

Date posted: 3/28/2008

POSITION: Interpersonal Communications Faculty
(Tenure-Track)

DEPARTMENT: Communication Arts

SALARY: Rank & Salary commensurate with qualifications; excellent benefits package

DATES: Review of applications will begin immediately and will continue until the position is filled.

STARTING DATE: August 21, 2008

QUALIFICATIONS: ABD in Communications or related field required. Doctorate preferred and required for tenure.

The new faculty member will be responsible for coordinating all sections of Basic Courses for the Communication Arts Department. Responsibilities may also include general studies assessment for communication contributions. Applicants should also be able to teach several courses in General Studies: Fundamentals of Oral Communication, Interpersonal

Communication, Group and Team Communication, Presentational Speaking or Conflict Resolution and Mediation and also possess the ability to teach other upper division communication courses in Relational and Family Communication, Health Communication, Organizational Communication and Research Methods.

We seek a colleague with demonstrated excellence in teaching, experience teaching or willingness to continually grow as a teacher and learner, teach online courses, a commitment to general education, strong interpersonal communication skills and scholarly activity/creative activity. The Communication Arts Department has a growing program on campus as well as online and it is required that new faculty share our commitment to growth which includes online teaching, program development, assessment, recruitment and engagement.

RESPONSIBILITIES: Teach communication courses, active participation in CSC curriculum revisions, program development and assessment, campus service activities, supervision of student research, student advising and recruitment, scholarly endeavors, and collegiality are expected.

APPLICATION PROCEDURE: Send a cover letter, resume, CSC Employment Application form (www.csc.edu/hr/forms.htm) and transcripts to: Human Resources, Chadron State College, 1000 Main Street, Chadron, NE 69337. Telephone 308-432-6224. E-mail: hr@csc.edu.

ADDITIONAL INFORMATION: This position is covered by the SCEA negotiated agreement. Please refer to our website for further details about this agreement, our campus, and the excellent benefit package we offer.

Chadron State College is an Equal Opportunity Employer.

Director of Mediation for the Civilian Complaint Review Board, New York, NY

Salary Range: \$70,000 - \$80,000 plus excellent benefits

Comment:

The Civilian Complaint Review Board (CCRB) anticipates a future opening for the Director of Mediation position. The CCRB is a mayoral agency that provides independent civilian oversight of the New York City Police Department. It is the largest civilian oversight agency in the United States. The CCRB is independent of the NYPD and is empowered to investigate and mediate complaints against New York City police officers involving the use of force, abuse of authority, discourtesy or offensive language. The agency's staff is composed entirely of civilian employees. The CCRB receives approximately 7,500 complaints each year. The Mediation Unit processes

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approximately 500 of these cases each year, making CCRB's mediation program the largest of its kind in the country.

JOB DESCRIPTION:

The incumbent oversees the agency's mediation program and reports directly to the Executive Director. Duties include: (1) managing the Mediation Unit; (2) working with the Board's ADR Committee, senior agency staff, and NYPD executives; (3) implementing ADR policies and procedures developed together with the ADR Committee and the Executive Director; (4) training CCRB investigators in agency's mediation program; (5) recruiting and training outside mediators; (6) assessing and maintaining the quality and diversity of the mediation program and of the mediators' roster; (7) providing continuing education for mediators; and (8) representing mediation program outside the agency by using media, public presentations and outreach.

QUALIFICATIONS:

Candidates must have: (1) significant experience and training in facilitative mediation; (2) strong analytical, interpersonal and communication skills; (3) experience in developing and managing programmatic initiatives; and (4) either (a) a master's / doctoral degree from an accredited university in a related field (dispute resolution, law, business, public administration, etc.) and at least 2 years of satisfactory full-time executive, managerial, or administrative experience, OR (b) a baccalaureate degree from an accredited college and at least 4 years of satisfactory full-time professional experience, including 2 years of executive, managerial, or administrative experience. New York City residency within 90 days of appointment is required.

SALARY: \$70,000 - \$80,000 plus excellent benefits.

DEADLINE TO APPLY: April 25, 2008. Early submission is encouraged. Resumes received after the deadline may not be considered.

SEND RESUME AND COVER LETTER (referencing "Director of Mediation" position) to:

Beth Thompson, Director of Personnel
Civilian Complaint Review Board
40 Rector Street, 2nd Floor
New York, NY 10006

by mail -OR-

by fax 212-676-6037 -OR-

by e-mail (as a PDF or Word attachment) to ccrbjobs@ccrb.nyc.gov

ONLY CANDIDATES SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED

Additional information concerning the CCRB is available at <http://www.nyc.gov/ccrb>

CCRB is an Equal Opportunity Employer