



Career Services Newsletter  
October 6, 2006  
Volume 2, Issue 24

---

---

Welcome to the ICAR Career Services Newsletter.

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

**Table of Contents**

Table of Contents ..... 1

Job Search Spotlight..... 2

    Interview Tips ..... 2

Career Related Events..... 3

    ICAR & SPP Fall Résumé Clinics ..... 3

    DC Nonprofit Networking Event ..... 4

    Peace, Love & Wine ..... 5

    Conflict, Security, and Development: Issues, Actors, and Approaches ..... 6

Organization Spotlight ..... 8

Fellowships..... 8

Internships ..... 8

    International Government Affairs Internship, Washington D.C. .... 8

    World Affairs Council of Washington - Internship - Washington, DC ..... 9

    Research and Reference Intern, Registry of Holocaust Survivors ..... 9

    University Programs Intern, Center for Advanced Holocaust Studies ..... 10

    Research & Advocacy Intern, Campaign for Innocent Victims of Conflict ..... 11

    Protection and Refugee Affairs Intern , InterAction’s Humanitarian Policy &  
    Practice/Protection & Refugee Affairs Unit ..... 12

Jobs..... 12

    Project Coordinator, Circle Point, Washington D.C. .... 12

    Program Assistant, The Washington Office on Latin America ..... 13

    Director, Interfaith Hospitality Network of Greater Knoxville ..... 14

    Regional Representative, Trickle Up, based in Uganda ..... 15

    National Director, Jewish Voice for Peace, California ..... 17

---

**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.**

Research Assistant Position (part-time), Education Program, United States Institute of Peace .....	19
Executive Officer, World Culture Open.....	20
Communication Coordinator, Program for Torture Victims .....	20
Associate for Immigration and Refugee Policy, Washington D.C. ....	21
TWO POSITIONS WITH HEIFER INTERNATIONAL .....	23
PROGRAM OFFICER, ENTERPRISE DEVELOPMENT & HIV/AIDS.....	23
NORTH AMERICA REGIONAL DIRECTOR.....	24
Two Positions with International Resources Group.....	24
SENIOR CONTRACTS MANAGER .....	24
CONTRACTS ADMINISTRATOR.....	25
THREE POSITIONS WITH CONSTELLA FUTURES GROUP .....	26
PROGRAM OPERATIONS MANAGER .....	26
SENIOR CONTRACTS SPECIALIST.....	27
PROGRAM ASSOCIATE .....	27
WASHINGTON, D.C.....	27
Consultants for USAID Educational Activities .....	28
Arlington, Virginia .....	28
USAID/Office of U.S. Foreign Disaster Assistance (OFDA) .....	28
PROGRAM OPERATIONS SPECIALIST - OFDA FINANCE UNIT.....	28
OFDA DISASTER OPERATIONS SPECIALIST .....	28
CHIEF OF PARTY, MACEDONIA.....	29
Senior Accountant, America’s Development Foundation, Alexandria, Virginia .....	29
TEAM LEADER, PAKISTAN .....	29
Academy Advisor, The Door: A Center of Alternatives .....	30

## Job Search Spotlight

### ***Interview Tips***

#### CQ & A

---

**Question:** I have a phone interview for a position I applied for. I find phone interviews to be daunting as I prefer to relate to people in person. What suggestions can you give me for such an interview?

**Answer:** When you meet an interviewer in person, you have the benefit of taking cues from behavior as well as words. You can watch and interpret body language and gauge your comments. You can also emphasize or de-emphasize certain points, based on your interviewer's responses. By contrast, the phone can be daunting because your voice becomes your primary vector. You will need to use your voice to communicate your interest, enthusiasm and competence to your interviewer.

Here are a few things to consider as you prepare for your phone meeting.

(1) Do a dry run with a close friend. After you have studied materials on the web, 990's, Annual Reports etc., have someone you know ask you a few easy, intermediate and difficult

questions. If you have a tape recorder handy, tape your responses. Go back and replay the responses. Note where you rushed, paused or said, "Uumph" or "Ammm" It is preferable do to the dry-run over the phone so that your friend can take note of how you sound on the phone.

(2) Go back and repeat your responses until you can deliver them without hesitation and with confidence. You may want to enlist a friend to run you through a number of questions prior to your phone meeting.

(3) Modulate your voice slightly if you have an extremely high-pitched or low-pitched voice. You want to work on being clear and deliberate in your speech.

(4) Sometimes the phone can project your voice differently than speaking in person. Practice speaking a little slower than usual and emphasize key words in your sentences, so that the person listening gets a clear message with excellent enunciation.

(5) Be sure to get the time of the interview correct. If you are being interviewed by someone from a different time zone, make sure that you have times well coordinated. Also, as a courtesy, send your interviewer a primary number to reach you and a back-up number -- just in case something happens.

(6) Rest well, eat well and be relaxed prior to your telephone meeting. The 'flu, anxiety or lack of sleep can delay your responses and dampen your energy. Make a conscious effort to eat and live in a healthy way immediately before you have your telephone appointment. Make your state of mind a high priority. Being well-rested and positive will also help you to think quickly on your feet, project self-confidence and balance.

(7) If something goes amiss, keep your sense of humor. Static on the line, voice-overs and missed appointments are part of life. If you can keep your wits about you, it will speak well of your maturity and judgment.

## Career Related Events

### ***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

---

**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.**

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

## ***DC Nonprofit Networking Event***

6:00pm - 8:00pm October 18, 2006

Organized by:

[OneWorld United States](#)

Hosted by:

[OneWorld US, Civilrights.org & Our New Evolution](#)

Date and time:

6:00pm - 8:00pm October 18, 2006

Admission:

Free

Registration Deadline:

October 18, 2006

Wheelchair Accessible:

Yes

Area of Focus:

Network of Nonprofit Organizations

Location:

1612 20th Street, N.W.,  
Washington, District of Columbia, 20009,  
United States

Contact Person:

[Partnership Manager](#)

Phone:

202-885-2678

Fax:

202-885-1309

Share ideas, meet cool new people, and have a great time at the Nonprofit Networking Event!

Date: Wed., Oct. 18

Time: 6:00 to 8:00 pm

Location: Zorba's Cafe

1612 20th Street, N.W. (at Connecticut Avenue) (202) 387-8555

Click here to RSVP.

<http://us.oneworld.net/section/us/networking/dc>

---

**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.**

Don't forget to bring information to share about your organization--brochures, business cards, upcoming events announcements, etc.! You can also bring items for the free raffle--books, bags, etc.!

This event is co-hosted by OneWorld U.S., Civilrights.org and Our New Evolution.

To find out about the next networking event and other local events, subscribe to the OneWorld DC list, visit <http://lists.us.oneworld.net/lists/info/owdc>.

For more information, email [uspartnership@oneworld.net](mailto:uspartnership@oneworld.net).

**This event is for:**everyone

Directions:

Near Dupont Circle.

URL:

<http://us.oneworld.net/section/us/networking/dc>

Email:

[Click here to view the email address.](#)

## ***Peace, Love & Wine***

6:30pm - 11:00pm October 30, 2006

You can [register](#) for this event online.

Organized by:

[Emergency USA](#)

Hosted by:

[Emergency USA](#)

Date and time:

6:30pm - 11:00pm October 30, 2006

Admission:

Paid \$35 suggested donati

Languages:

English, Italian

Registration Deadline:

October 30, 2006

Wheelchair Accessible:

Yes

Area of Focus:

Health, Human Rights and Civil Liberties, Peace and Conflict Resolution

Location:

200 Fifth Avenue,

New York, New York, 10010,

United States

---

**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.**

Contact Person:

[Eric Talbert](#)

Phone:

212.755.0900

Cipriani on 23rd Street hosts this Italian wine tasting event to benefit Emergency USA. All proceeds go to support Emergency's medical relief efforts in Sudan. Live auction, 50-minute Banfi Vintner wine class (\$25), and hors d'oeuvres. Come support the US arm of Emergency Italy along with Nobel Peace Prize winner, Gino Strada and learn about Emergency's projects throughout the world.

\$35 suggested donation.

Register online at:

[www.emergencyusa.org/peaceloveandwine.php](http://www.emergencyusa.org/peaceloveandwine.php)

or at:

[info@emergencyusa.org](mailto:info@emergencyusa.org)

## ***Conflict, Security, and Development: Issues, Actors, and Approaches***

12:30pm - 1:30pm  
October 12, 2006

Organized by:

[Center for Global Affairs at NYU](#) 

Date and time:

12:30pm - 1:30pm October 12, 2006

Admission:

Free No charge

Languages:

English

Registration Deadline:

October 12, 2006

Wheelchair Accessible:

Yes

Area of Focus:

Peace and Conflict Resolution

Location:

15 Barclay St., 4th Floor - NYU Woolworth Bldg Campus,  
Between Broadway and Church St.,  
New York, New York, 10007,  
United States

---

**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.**

Contact Person:  
[Center for Global Affairs](#)

Phone:  
212-992-8380  
Fax:  
212-995-4597

CONFLICT, SECURITY, AND DEVELOPMENT: ISSUES, ACTORS, AND APPROACHES  
A Collaboration with the Office for International Programs at NYU Wagner (  
<http://www.nyu.edu/wagner/international/>)

This Thursday brown-bag series examines new research, creative policy approaches and recent analytical and practical innovations in responding to challenges of security and development in conflict and post-conflict contexts. Programs are open to the public and run one hour; feel free to join us as your schedule allows.

Modern Peace Building: Iraq  
Thursday, October 12, 12.30-1.30 pm

Featuring:

Thomas Hill, visiting scholar, Solomon Asch Center for Study of Ethnopolitical Conflict, University of Pennsylvania

Thomas Hill discusses his first-hand experience delivering education and peace building programs in Iraq over the past five years.

**This event is for:** Events are open to the public at no charge. Space is limited, and reservations are required. Doors open 30 minutes before programs begin. RSVP by visiting <http://www.wagner.nyu.edu/events/conflictseries.php> or by calling 212.992.8380

Directions:  
Note location:  
NYU Wagner at the Puck Building  
295 Lafayette Street, Second Floor Conference Room  
(southeast corner of Lafayette and Houston)

Email:  
[Click here to view the email address.](#)

Event posted on: October 03, 2006  
Last update: October 03, 2006

**This event is for:** Anyone interested in supporting free medical aid to victims of war.

Directions:

1,9,6,N,R TO 23RD STREET

URL:

<http://www.emergencyusa.org/peaceandwine.php>

Email:

[Click here to view the email address.](#)

## Organization Spotlight

### Fellowships

### Internships

#### ***International Government Affairs Internship, Washington D.C.***

Washington, D.C. International Government Affairs Internships

HRF's international program focuses on supporting human rights defenders, eliminating discrimination, and fighting crimes against humanity. The Washington, DC office works closely with program staff in the New York office in all of these areas, primarily on advocacy work and on aspects of program work as well. The intern will assist with advocacy efforts in each area of the international program.

Responsibilities may include:

- \* Assisting the Senior Associate for Government Affairs – International with advocacy on a variety of international human rights issues, including the crisis in Darfur;
- \* Attending hearings, press conferences and meetings on relevant issues and provide detailed notes to staff;
- \* Summarizing and analyzing proposed legislation;
- \* Because issues may vary according to world and current events, interns may have opportunities to work closely with Human Rights Defenders, Crimes against Humanity and Ending Discrimination program staff.

Candidates must meet the following qualifications:

- \* Current graduate or law student at a U.S.-based institution;
- \* Excellent oral and written communication skills;
- \* Excellent legal research skills;
- \* Demonstrated commitment to and informed knowledge of human rights;
- \* Ability to handle multiple tasks at once while working independently or as a team member; and
- \* Sense of humor.

To apply, please send a cover letter, resume and two references with phone numbers to

Human Rights First

Nathalie Maréchal

100 Maryland Avenue N.E., Suite 500, Washington, D.C. 20002;

fax to 202-543-5999;

---

**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.**

E-mail to [Interns\\_dc@humanrightsfirst.org](mailto:Interns_dc@humanrightsfirst.org).

Please include the type of internship and session for which you are applying in the subject line of your e-mail.

Applications must be received by July 15th for fall internships, November 15th for spring internships and February 1st for summer internships. Later applicants will be considered only if there is space available.

## ***World Affairs Council of Washington - Internship - Washington, DC***

Region:East

Location: Washington, DC

Description:  
World Affairs Council of Washington, DC Internship

### INTERNSHIP ANNOUNCEMENT

Thank you for your interest in a World Affairs Council DC internship. Through our Foreign Policy Series, Author Series, Town Hall meetings, and educational programs, like the Summer Institute, we are committed to improving the public's understanding of critical issues facing the United States and the international community. Our prime location in the nation's capital allows us to feature prominent foreign policy experts from academia, government, and the private sector.

The World Affairs Council is looking for bright, energetic students with an interest in international affairs to serve as interns. The Council's internship offers a unique opportunity to be involved in the programming and management of a nonprofit organization committed to expanding public understanding and awareness of global issues.

Interns will also help conduct and prepare for the Council's public events, including Town Hall meetings, book events and panels on contemporary international issues. Interns will also be responsible for preparing brief written reports on the Council's events.

Interns must have: background or strong interest in international affairs/education; excellent written and oral communications skills; strong computer skills; attention to detail

Please email a resume, cover letter, and a one to two page writing sample to the internship coordinator, Matthew Larkin, at [employment@worldaffairsdc.org](mailto:employment@worldaffairsdc.org). Winter/Spring 2007 applications should be received by October 16, 2006. Thank you for your interest and we look forward to hearing from you!

## ***Research and Reference Intern, Registry of Holocaust Survivors***

APPLY AT <http://www.ushmm.org>

### INTERN POSITION DESCRIPTION

Department: Registry of Holocaust Survivors, Office of Information and Technology  
Position Title: Research and Reference Intern

### OVERVIEW

The Research and Reference Intern (RRI) will work with Registry staff members and Museum visitors to find information about victims of the Holocaust, both those who survived and those who perished. To accomplish these

---

**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.**

tasks, the RRI will work with a variety of textual, electronic, and archival sources.

#### DUTIES

Primary tasks include:

- Using published and archival materials, help correspondents and visitors find information about Holocaust victims
- Provide copies of archival documents to survivors as needed for legal claims and evidence
- Draft correspondence describing the results of name research

The RRI will also help with other Registry functions by:

- Providing reference assistance at the Registry Reference desk
- Surveying and cataloging archival collections for useful name related resources that can be used by researchers and visitors

#### QUALIFICATIONS

- Strong research and writing skills.
- Familiarity and comfort with computer software including word processing and database applications
- Historical knowledge of the subject matter would be helpful but cannot replace willingness and ability to learn quickly
- Must be able to work smoothly with a diverse group of people in close quarters
- Must be able to conduct research independently
- Language skills are not required but are strongly encouraged, especially: Russian, Polish (or any Slavic language), German, Romanian

#### NUMBER OF POSITIONS

One intern is needed.

#### WORKING CONDITIONS

Intern will perform his/her duties primarily in the Registry Office on the fifth floor of the Museum. Occasional work will be required at L'Enfant Plaza.

#### TIME COMMITMENT/TOUR OF DUTY

The intern would be asked to work 20 hours/week. Exact dates and schedule are flexible.

### ***University Programs Intern, Center for Advanced Holocaust Studies***

APPLY AT <http://www.ushmm.org>

#### INTERNSHIP POSITION DESCRIPTION #1

Position Title: University Programs/CAHS/Spring 2007 Intern

Location: Center for Advanced Holocaust Studies, United States Holocaust Memorial Museum, 100 Raoul Wallenberg Place, SW, Washington, D.C.

Period: Spring 2007 (especially January-March)

#### Duties:

Assist CAHS staff to prepare for and conduct scholarly programs designed to (1) strengthen Holocaust teaching in colleges and universities, and (2) serve as fora for the presentation of new research in the field of Holocaust studies. These programs include but are not limited to the 2007 Jack and Anita Hess Faculty Seminar (to be conducted in January 2007); the 2007 Silberman Faculty Seminar (conducted in June 2007); scholarly symposia; the Joseph and Rebecca Meyerhoff, and Monna and Otto Weinmann Annual Lectures; panel presentations; campus

outreach visits; and university visits to the Museum. Assist the Office of Church Relations as necessary in the preparation of workshops, symposia, and outreach, and in that office's tracking of current research being done with regard to the churches and the Holocaust. Review and update information contained in "The Campus Guide to Holocaust Studies" to expand its utility as a resource for Holocaust research and teaching in U.S. colleges and universities. Provide research assistance for occasional papers publications and other publishing projects in such archives as the United States Holocaust Memorial Museum, the Library of Congress, and the National Archives and Records Administration.

#### Qualifications

Applicants for this position are expected to be graduate students early in their studies or senior level undergraduate students who are either conducting or planning to conduct research in Holocaust studies. Applicants are expected to have specialized research skills and good historical knowledge of Holocaust-related topics as well as familiarity with scholarly publications and archival holdings in this field. Must possess thorough knowledge of scholarly bibliographic forms and advanced computer skills for use in various databases and bibliographic searches. Must be generally available throughout the spring. Some travel on public transportation required for archival research.

#### Projected Work Schedule

40 hours per week (approx.); to begin/end anytime during January-March, 2007.

Last updated: October 03, 2006

### ***Research & Advocacy Intern, Campaign for Innocent Victims of Conflict***

Internship duties include but are not limited to:

- Researching and drafting reports on civilian casualties, policy on same and related issues;
- General organizational correspondence;
- Tracking legislation;
- Maintaining and updating the CIVIC website;
- Regularly updating the Civilian Casualties news feed;
- Tracking donations and updating the supporter database;
- Preparing organization's meetings, panel discussions and speaking engagements;
- Copy editing organizational documents; and,
- Creating e-advocacy campaigns.

Applicants should be flexible and have confidence in handling multiple tasks at any one time, as well as the ability to work independently. Applicants are expected to have excellent writing and research skills and should anticipate using these skills frequently. Interns will be expected to maintain a level of confidentiality and discretion when working with sensitive information.

To apply, please send cover letter, resume and list of references to [interns@civicworldwide.org](mailto:interns@civicworldwide.org) by November 10, 2006.

Last updated: October 04, 2006

## ***Protection and Refugee Affairs Intern , InterAction's Humanitarian Policy & Practice/Protection & Refugee Affairs Unit***

InterAction's Humanitarian Policy & Practice/Protection & Refugee Affairs Unit (HPP/PRA) seeks an intern for Spring 2007. The intern will assist in organizing workshops on investigating allegations of sexual abuse and exploitation by humanitarian staff. In addition, the intern will be responsible for attending and reporting on meetings related to protection of civilians in conflict, and will undertake other activities to support the work of the Humanitarian Policy and Practice Unit. The HPP/PRA intern has the opportunity to work with professionals from a variety of NGOs, learn how international agencies respond to crises of displacement, and attend meetings related to refugees and IDPs.

This is an unpaid position. The intern will have completed a minimum of three years of undergraduate coursework and will preferably be working towards a graduate degree. Competitive applicants must have excellent written and spoken English skills. In addition, strong computer skills including Microsoft Word are required for the position. The intern must be able to work with minimum supervision and commit to a minimum of 30 hours per week.

Interested applicants should forward a resume and cover letter by November 15 to Rebecca Semmes at [rsemmes@interaction.org](mailto:rsemmes@interaction.org).

## **Jobs**

### ***Project Coordinator, Circle Point, Washington D.C.***

**CirclePoint**, a leading public involvement and environmental planning firm in San Francisco, is seeking a part-time project coordinator for public education and public involvement activities in our Washington D.C. office.

CirclePoint is a consulting firm specializing in environmental communications and environmental planning. The firm assists federal, state, regional, and local agencies as well as private sector clients throughout California and the United States. CirclePoint helps clients communicate effectively with affected communities and regulatory agencies during planning, design, and construction of major land use and infrastructure projects. We develop and implement public education, public involvement, and consensus-building strategies to achieve our clients' project and organizational goals.

Responsibilities include: conducting research, creating and maintaining databases, tracking public comments and responses, coordinating public meeting set up and logistics. The Coordinator will assist with writing and producing reports, information materials, display ads, and correspondence. The Coordinator will also provide general support for office management.

The successful candidate will have experience coordinating public education and involvement efforts on transportation, land use or environmental issues; a degree in communications, planning, conflict resolution, public policy or related field; experience planning large public meetings, writing public education materials; and strong customer service orientation and communication, listening and presentation skills. Proficient in Windows, MS Office Suite, Outlook and graphics programs.

CirclePoint is an equal opportunity employer.

Fax your cover letter and resume to (415) 227-1110, or email to [careers@circlepoint.com](mailto:careers@circlepoint.com)

---

**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.**

Visit our website at [www.circlepoint.com](http://www.circlepoint.com)

## ***Program Assistant, The Washington Office on Latin America***

The Washington Office on Latin America (WOLA) seeks an entry-level administrative staff person to work with program staff. S/he will coordinate the work of a 3-person team in a fast-paced human rights organization working in Washington and Latin America. The position is for two years, subject to an evaluation at the end of the first three months, and brings a committed individual into contact with the human rights, religious and foreign policy communities in Washington and Latin America. WOLA's Washington office has a paid staff of 18, plus 6 interns.

Internal Role: Provide administrative support to WOLA Associates.

### **RESPONSIBILITIES:**

1. Draft correspondence; edit, proofread, and format documents; maintain and update website content.
2. Assist with publication and distribution of reports, memos, press work, and other materials.
3. Organize, coordinate and staff informal lunch talks, seminars, workshops, delegations, and conferences.
4. Maintain contact with U.S.-based and Latin American NGOs, attend coalition meetings, and accompany Latin American delegations while in Washington and provide notes when needed.
5. Monitor congressional hearings and legislation.
6. Supervise interns who provide general office support together with Intern Coordinator and other administrative staff.
7. Maintain mailing lists and database for team.
8. Other duties, including research assistance, will be assigned depending on the team's needs and Assistant's abilities.

### **QUALIFICATIONS:**

1. A demonstrated commitment to human rights, democracy and social justice in Latin America.
2. Human rights, political advocacy and/or Capitol Hill experience preferred.
3. Experience in Latin America highly desired.
3. Word processing and some office experience required. Knowledge of Word preferred. Knowledge of desktop publishing, database management and website maintenance a plus.
4. High level of initiative, with ability to accept supervision, work in a team and independently, delegate tasks to interns and learn office/organizational procedures.
5. Flexibility: ability to work in a fast-paced office environment with a changing agenda, heavy influx of phone calls and international visitors.
6. Excellent organizational and administrative skills, follow-through, and attention to detail.
7. Strong written and oral communication skills required.
8. B.A. and Spanish proficiency required.

**SALARY:** \$31,000, full health and dental insurance, three weeks annual vacation.

**TIME COMMITMENT:** Two years, subject to a favorable evaluation after the first three months. Extension possible by mutual agreement.

**DEADLINE:** Applications must arrive by October 31. Preferred starting date: December 1, 2006

For more information about WOLA, consult our web page at <http://www.wola.org> .

WOLA encourages application by minority candidates and is an equal opportunity employer.

### **Additional Qualifications:**

---

**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.**

**How to Apply:**

APPLICATIONS: Please send a letter of application (no telephone inquiries), resume, a list of three references with daytime telephone numbers, and a brief writing sample to: [PAsearch@wola.org](mailto:PAsearch@wola.org). A hardcopy may also be sent to: Program Assistant Search, WOLA, 1630 Connecticut Avenue, NW, Suite 200, Washington, DC 20009; fax: 202-797-2172.

***Director, Interfaith Hospitality Network of Greater Knoxville***

Paid full time position, varied hours, primarily weekdays, some nights & weekends required. BS required. Master preferred with focus in social work or equivalent experience. Three years of experience in social services environment required. The successful candidate must demonstrate good oral and written communicating skills.

Primary responsibilities include: Providing administrative oversight for the network, coordinating volunteer services, case management with guest families, hiring and supervising additional staff, and working with a Board of Directors to ensure the highest quality of service possible. Salary DOE. Competitive Benefits Package. EOE

**Additional Qualifications:*****Program Coordinator, American Forests' Global ReLeaf Campaign***

The Program Coordinator will be responsible for the management of American Forests' Global ReLeaf Campaign and American Forests National Register of Big Trees. Global ReLeaf is a domestic and international tree planting program that partners with local, public, and private organizations to plant trees in reforestation projects. The Coordinator will manage individual project contacts, proposals, and communication materials. The National Register of Big Trees is a program to recognize the largest tree of each native and naturalized species in the United States and educate the public of the value our trees and forests provide. The Program Coordinator will be responsible for maintaining the National Register including individual state coordinator contacts, inquiries, and nominations. The Program coordinator will also work with the communications and marketing departments regarding these programs, American Forest Famous & Historic Tree Program and other tree planting events.

**Knowledge & Skills:**

- Degree in forestry or natural resources.
- 1-3 years experience with program management and project coordination.
- Experience in MS Office, Word, and Excel as well as database management skills. Knowledge of PHP and database design a plus.
- Proven organizational and project management skills, and attention to detail.
- Interest in forest conservation and proper management.

**Additional Qualifications:**

- Ability to organize and manage a diverse set of projects and programs.
- Initiative to adapt or modify processes as needed.
- Excellent communication and written skills.
- Ability to work with and communicate with a wide range of people.
- Knowledgeable as a public contact regarding technical forestry questions.
- Write and develop communications materials as needed.
- Demonstrates common sense, flexibility, and teamwork with ability to exercise independent judgment.

**How to Apply:**

Send cover letter with salary requirements, resume, and names of three references to [gangloff@amfor.org](mailto:gangloff@amfor.org)

**How to Apply:**

Email cover letter, resume, three reference with phone number and salary requirements to:

Janie Wallace [utpride04@knology.net](mailto:utpride04@knology.net)

## ***Regional Representative, Trickle Up, based in Uganda***

Trickle Up is seeking a Regional Representative to lead its work in East Africa.

Trickle Up is an international, nonprofit organization with no religious or political affiliations, whose mission is to help the lowest income people worldwide take the first steps out of poverty by providing seed capital, business training, and relevant support services essential to the launch or expansion of a small business. We work with a network of partner agencies in 14 core countries. The Africa program currently works in five countries: Mali, Burkina Faso, Niger, Ethiopia, and Uganda. Trickle Up has been supporting partner agencies in Uganda and Ethiopia for over twenty years.

**THE OPPORTUNITY:**

This is an exciting chance to make a difference in the lives of low-income entrepreneurs and to influence the field of microenterprise in Africa. Trickle Up is well placed within the field of microenterprise and is internationally recognized for its unique conditional grant model, which helps those who would not otherwise have access to capital. The Regional Representative provides the technical support and leadership in project administration and monitors overall program performance by tracking progress toward reaching targets, while maximizing budget resources and cultivating donors for fundraising efforts. The Regional Representative ensures that the expanding Trickle Up portfolio is planned and executed with quality, accountability, and measurable impact. This position will oversee the development of microenterprise training, as well as build local capacities to share some of the administrative tasks with a core staff team.

Trickle Up has a distinguished history and wealth of potential that the Regional Representative can help us realize. Due to the unique nature of this position, the Regional Representative will have the opportunity to work at a high level of management within the organization while being wholeheartedly involved in field operations, including travel to various areas.

**THE POSITION:**

- Coordinate and develop content for regional training workshops.
- Lay the groundwork for the establishment of the office, including rental arrangements, follow-up registration procedures, recruitment, and orientation of initial staff team, and transport resources.
- Travel to Ethiopia three times per year to provide support to partner agencies.
- Cultivate prospective donors and support the development of field offices through fundraising efforts, including the preparation of project proposals.
- Recommend program priorities and explore, evaluate, and present new project opportunities.
- Work closely with staff and supervisors to set annual program goals and monitor results against those goals.
- Communicate with and support partner agencies implementing the program in the field, including customizing the Trickle Up model to the needs of each community.
- Develop system to analyze business forms for tracking and reporting purposes and participate in the development of our next generation of impact assessment tools.
- Create and adapt training materials, field reports, and other program documents.
- Contribute to development of policies and procedures for field offices, including the coordination of manuals on security, personnel, and program administration.
- Conduct research to include in fact sheets, proposals, and other documents.
- Coordinate and cooperate with government officials, and ensure that Trickle Up operations in Uganda conform to

---

**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.**

all applicable laws and regulations and that all required reports are submitted punctually.

- Represent Trickle Up at meetings, workshops, and other events in the region.
- Engage in other activities as appropriate to the needs of Trickle Up and the skill sets of the Regional Representative.

**Additional Qualifications:**

- Interest and experience in microenterprise development and training methods
- Experience in Africa
- Minimum 5 years field level management experience in international development work in mid- to senior-level positions
- Background in project design with a participatory approach
- Strong organizational and communication skills
- Administrative and research skills
- Attention to detail
- Strong computer skills (Word, Excel, Access, Internet, Outlook)
- Ability to work independently and creatively
- University degree in economic/community development, area studies, political or social sciences, international relations, development studies, or other relevant disciplines
- Willingness to travel extensively (25% of time) in highly rural areas
- Solid level of spoken and written English
- Proficiency in one or more Ugandan languages a plus

Trickle Up promotes equal opportunities when filling staff, consultancy, volunteer, and internship positions. Trickle Up does not discriminate on the basis of race, gender, color, religion, national origin, age, marital status, sexual orientation, veteran status, or disability. Reasonable accommodations may be made to enable people with disabilities to perform essential job functions.

**How to Apply:**

Please email a resume and letter to [africa@trickleup.org](mailto:africa@trickleup.org) with “Regional Representative” in the heading, no later than Thursday, October 26th. No phone calls, mailed letters, or faxes, please. We do not yet have an in-country presence in the region; it is therefore not possible for us to receive applications other than by email. Only those candidates who satisfy the above requirements should apply. At this stage, please do not send academic certificates, testimonials, or names of referees.

Applications will be reviewed as they are received and short-listed candidates will be contacted by Thursday, November 14th. Only short-listed candidates will be contacted. Candidates must be capable of being approved for authorization to work in Uganda.

**Duration:**

The position will initially be available for six months, with possibilities for renewal.

**Duty Station:**

Kampala, Uganda, or as otherwise designated.

---

**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.**

Reports to:

Director of Programs, through the Program Officer for Africa, at New York headquarters.

Salary and Benefits:

This is a full-time position. Salary will be competitive for NGOs of Trickle Up's size. Excellent benefits package.

## ***National Director, Jewish Voice for Peace, California***

Jewish Voice for Peace  
Oakland, California

### **JOB ANNOUNCEMENT FOR JVP NATIONAL DIRECTOR**

Jewish Voice for Peace uses grassroots organizing, education, advocacy, and media toward the goal of a lasting peace in the Middle East that recognizes the rights of both Israelis and Palestinians for security and self-determination. JVP has about 100 Bay Area activist members who attend meetings and develop projects and campaigns, as well as new activist chapters in 5 cities across the U.S., over 1000 paid members and more than 20,000 online action alert participants.

JVP is seeking a National Director to provide overall leadership to an organization that is in the midst of a transition from a San Francisco Bay Area based grassroots organization to a national organization with chapters around the country, a national board, and greater visibility. The National Director will be accountable to the Board.

The responsibilities of the National Director are:

**Overall Leadership:** The National Director will guide the development of this activist-based organization. JVP has a commitment to the leadership and active engagement of its members and to democratic decision-making processes.

**Policy and Programs:** Participate in a collaborative process of setting policies and programmatic priorities with staff, Board, and membership. Oversee campaign and other program work.

**Membership Building and Chapter Development:** Work to foster and increase the size and commitment of the activist membership, whose efforts are critical to our work. Oversee the development and integration of new chapters into the organization. Promote organizational cohesion.

**Internal Management:** Hire, supervise and evaluate staff and promote teamwork among both staff and members. Our current staff consists of the Director of Policy and Education and the Director of Communications, with more to be hired as funding permits. Oversee financial management including budgeting, financial projections and cash flow management.

**Fundraising:** Lead and direct fundraising program in collaboration with the Board and Fundraising Committee. Provide leadership in the development of a diverse funding base, including individual donors and members, foundation grants, chapter-led fundraising activities,

---

**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.**

and earned income.

This position is based in Oakland, California.  
Salary commensurate with experience.

Qualifications:

- Commitment to JVP's mission
- An ability to think strategically
- A strong background in grass-roots activism and political organizing
- A working knowledge of the Israeli-Palestinian conflict, and understanding of the progressive Jewish perspective
- A minimum of 2 years experience in non-profit management, including staff supervision and program development
- A proven ability to raise funds from a broad base of individual donors and members
- Experience with membership-based organizations, and ability to work well with grassroots activists.
- An ability to develop other people's leadership and genuinely collaborate with other staff members
- The ability to function well dealing with the public on a highly charged political issue.

How to apply:

Please answer the two questions below, using no more than one page total.

- What challenges do you expect JVP might face in transitioning from a Bay Area group to an organization with chapters across the country? How would you address those challenges?
- How would you balance staff and volunteer efforts in carrying out JVP's work? Be specific.

Send your answers along with your resume to [jobs@jewishvoiceforpeace.org](mailto:jobs@jewishvoiceforpeace.org). Job remains open until filled.

Send resume and cover letter to

Contact Information

Glen Hauer  
Search Committee, Board of Directors

---

**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.**

Jewish Voice for Peace  
1611 Telegraph Avenue  
Suite 806  
Oakland, CA 94612  
eMail [jobs@jewishvoiceforpeace.org](mailto:jobs@jewishvoiceforpeace.org)  
Web <http://www.jewishvoiceforpeace.org>

## **Research Assistant Position (part-time), Education Program, United States Institute of Peace**

MA or doctoral student enrolled in one of the Consortium of Universities of the Washington Metropolitan Area schools (American University, the Catholic University of America, Georgetown University, George Mason University, George Washington University, Howard University, the University of Maryland at College Park, and others; Visit the CUWMA site for a complete list.) interested in topics of international peace and conflict management is needed for a half-time position as research assistant in the Education Program ([www.usip.org/ed](http://www.usip.org/ed)) of the United States Institute of Peace.

The research assistant will be expected to assist in the background research for and planning of conferences, presentations, faculty seminars, books, teaching resources, and simulations.

The prospective research assistant should have a background in graduate level in international studies, as well as strong research and writing skills. Ideal candidate will have completed more than one year of full-time course work.

If interested, please send resume and writing sample (5-10 pages) to [education@usip.org](mailto:education@usip.org) (subject: research assistant 2006). Please no phone calls.

## **Director, National Programs, National Organization of Concerned Black Men**

Concerned Black Men – National Organization, a youth development group, seeks an experienced supervisor to oversee and monitor its “best practice” prevention and development projects. The Director will have a comprehensive understanding of program planning and development, evaluation, and implementation. A solid history of leading community-based organizations in meeting goals and objectives is required, as well as excellent writing and analytical skills. The ability to create and design programs also is important. Significant experience in supervising project directors in direct service programs is required. Technical assistance experience in building organizational capacity for CBOs also would be helpful. Prior grant writing experience also is preferred.

### **Additional Qualifications:**

BA required; graduate degree (MA or PhD) preferred.

### **How to Apply:**

Send your resume, cover letter and salary history (you must include your salary history) to [ggarrow@garrowandevans.com](mailto:ggarrow@garrowandevans.com). Please, no calls.

---

**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.**

## ***Executive Officer, World Culture Open***

The General functions of the WCO Executive Officer consist primarily in implementing the decisions by the Secretary General and the Senior Staff and in ensuring that they result in successful outcomes. Ideal candidate will have management, fundraising, and event planning and execution experience.

### MAIN FUNCTIONS

Under the general supervision of the Secretary General and the Senior Staff:

1-The Executive Officer ensures the effective and timely implementation of decisions and measures taken by WCO in carrying out its mission and goals.

2-The executive Officer's responsibilities include the day-to-day operational and managerial decisions pertaining to various activities and programs of WCO.

3-The Executive Officer formulates short and long term plans of WCO.

4-The Executive Officer ensures the smoother coordination of the various aspects of the programs and activities of WCO.

5-The Executive Officer, in consultation with the finance and Human Resources Officer, coordinates all aspects of budgetary and human resources questions.

6-The Executive Officer, in consultation with finance and Human Resources Officer, prepares the quarterly and annual budget of WCO.

7-The Executive Officer, in consultation with the Secretary General and the Senior Staff, prepares the Annual Report of WCO.

8-The Executive Officer prepares and organizes all the internal and external meetings and conferences of WCO, draws up the agenda summaries, and drafts reports related thereto.

9-The Executive Officer reports directly to the Secretary General and on the absence of the latter, to the Senior Advisor.

10-The Executive Officer ensures a smooth coordination of the work of the staff of WCO.

11- At the request of the Secretary General or the Senior Staff, the Executive Officer carries out other assignments not specified above, as necessary for the work and in the interest of the organization.

### **Additional Qualifications:**

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

Please submit resumes to [info@worldcultureopen.org](mailto:info@worldcultureopen.org)

## ***Communication Coordinator, Program for Torture Victims***

This is an AmeriCorp VISTA position. The VISTA will be engaged in activities that strengthens the organization's visibility in the community. The VISTA will maintain the web site, oversee the writing and production of the

---

**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.**

newsletters, develop relationships with local media, and create a speakers' group among both volunteers and clients. The position also entails helping produce public programs.

**Additional Qualifications:**

Strong interest in health and human rights, refugees, and public education. Ability to write very well; media or journalism experience is important. Since this job is in Los Angeles, a car is desirable.

**How to Apply:**

Please apply through the AmeriCorp VISTA site <https://recruit.cns.gov/> This position is for one year and begins on January 1, 2007. We have another position listed that begins December 1, 2006.

***Associate for Immigration and Refugee Policy, Washington D.C.***

Primary Purpose:

The incumbent is responsible for informing and representing the Washington Office, CWS/IRP staff in New York and Miami, Immigration and Refugee Committee (IRPCOM) members, and CWS member communities on policy matters. This position will help coordinate national and local advocacy efforts on behalf of CWS/IRP. Special concentration on the US policy matters in the context of forced displacement, primarily working with refugee resettlement, immigration and overseas refugee assistance. This position is based in Washington, DC.

Essential Duties:

- Coordinates advocacy work on asylum, refugee and immigration policy in consultation with the director of CWS/IRP and the IRP Program Committee.
- Develops and nurtures church-based asylum and refugee networks to contribute to the immigration policy debate and to advocate for humane asylum and immigration policies.
- Works collaboratively to develop and implement an annual plan of action in order to carry out the CWS/IRP advocacy priorities.
- Participates as a member of the CWS Education and Advocacy staff team, updating the team on immigrant and refugee issues, if requested.
- Advocates with Congress, the White House, and organizations dealing with immigration and asylum issues, including the United Nations High Commissioner for Refugees as well as departments and agencies of the U.S. Government.
- Maintains accurate and up to date information on legislative status of asylum, refugee and immigration issues.
- Represents CWS/IRP and the member communities at meetings with individuals and groups related to asylum, immigration and refugee issues of both a domestic and international nature, including the Washington Liaison Group.
- Responsible for ongoing evaluation of changing needs in refugee and immigration matters, including, but not limited to, refugee status determination, detention, youth, border control, etc., and presenting findings.
- Prepares reports with recommendations for policy adjustments and/or action.
- Writes regular articles for CWS/IRP Welcome newsletter, CWS/IRP weekly email bulletin, and other CWS publications informing of advocacy issues concerning asylum, refugee and immigration matters.
- Prepares and distributes action alerts and background material on important advocacy issues in coordination with the IRP Legal Services Supervisor and IRP Information Specialist.
- Attend RCUSA, UNHCR and USG meetings, as requested.
- Work closely with the Durable Solutions for the Displaced Program (DSDP) staff and represents the DSDP in relevant meetings in DC. Advocates with the U.S. government for just treatment of forcibly displaced. Perform other related duties as requested.

**Additional Qualifications:**

Education:

Undergraduate degree in Political Science or related field, graduate degree preferred.

---

**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.**

#### Experience:

Three to five years of experience in working with immigration and refugee issues in the US or internationally. Familiarity with the US Refugee Resettlement program. Familiarity with processes in Washington DC related to advocacy on asylum, immigration and refugees. Familiarity with US church involvement in refugee resettlement and advocacy.

#### Competencies:

**Communications:** Demonstrate “transparency of information” by articulating program strategies, priorities, standards and expectations to staff and stakeholders. Communicate by example a personal commitment to CWS values. Supervise and evaluate the quality of communications within a program or department. Represent CWS in varied forums, effectively interpreting its mission, values and programs and inspiring audiences to support its work. Understand the importance of good media relations and demonstrate comfort and confidence in communicating with media representatives. Conduct negotiations with local stakeholders with integrity and sensitivity, ensuring all relevant information is clearly communicated and documented. Provide critical insight, perspective and expertise.

**Constituent Relationships:** Manage relationships with stakeholders and work within their structure to identify programmatic linkages, plan and implement services and activities, and coordinate resolutions to problems. Identify potential constituents with whom to build relationships and flesh out details of those relationships within the context of CWS’ mission, values and policies. Participate in developing recommendations and implementing policies governing relations with stakeholders. Resolve issues of concern to maintain effective constituent relationships.

**Job Knowledge:** Has a strengthened understanding of the faith-based nature of CWS and is able to articulate that nature to varied audiences. Knows “broad stroke” information about CWS programs and services, where to find more detailed information and how programs and services intersect. Comprehensive knowledge of a particular field and able to use that knowledge in planning and implementing programs. Demonstrate knowledge of how faith-based organizations are governed and use that knowledge to build support from CWS leadership. Demonstrate knowledge of effective business management practices. Assure CWS mission and values are not compromised in achievement of goals and priorities. Evaluate staff skills, abilities and knowledge and identify opportunities to advance their development. Keep up to date with “best practices” and establish or adapt procedures that balance business performance with CWS’ ministry and values. Model creative and effective use of technology.

**Leadership:** Communicate and model CWS’ mission, values and priorities to staff and stakeholders. Share changes in priorities with staff and stakeholders, providing guidance to assist them in responding effectively. Delegate work among staff and hold them accountable for meeting deadlines. Instill pride in meeting work standards among staff. Accept personal responsibility for the work performed by others. Manage and evaluate staff, program and budget, making any changes necessary to achieve goals. Enable and empower staff to take initiative and be creative. Manage the planning and implementation of CWS’ vision and program goals.

**Problem Solving:** Identify problems that undermine the effectiveness of a program. Identify and implement workable solutions for program-wide problems, considering the costs, benefits and potential consequences to CWS. Manage and provide the resources necessary to resolve problems within the program or department. Promote staff involvement with and accountability for problem solving as a means to increase staff and organizational capacity.

**Program Planning and Management:** Manage the development, implementation and evaluation of program activities, establishing budget, implementation steps and time frames. Assure staff understand their roles in supporting program goals and CWS’ strategic plan. Establish standards and expectations for performing work activities and assure the quality of work produced. Lead the gathering and analysis of information from internal and external stakeholders. Make time-sensitive decisions affecting outcomes of program activities. Build consensus with colleagues, stakeholders and management in support of new initiatives. Successfully manage multiple projects simultaneously. Invite critical analysis and perspectives from stakeholders and act on their recommendations to improve program effectiveness.

**Resource Building and Stewardship:** Plan budget needed for program activities. Manage relationships with partners to assure continued support. Develop opportunities to build support for CWS among new partners. Manage staff and systems to make sure resources are used effectively. Promote CWS’ mission, programs and services and inspire

---

**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.**

people to support them. Interpret CWS' policies on stewardship and accountability for its resources to the public.

Teamwork: Contribute program expertise to the work performed by the team. Promote effective interactions among team members and facilitate group discussion. Establish clear expectations regarding team work assignments and assist staff in balancing priorities. Network with other teams to discuss activities and make decisions on goals and activities that may intersect. Negotiate issues that cause conflicts within the team to support effective team functioning. Evaluate team results and individual team member performance, identifying needs and providing opportunities for improvement or enhancing team skills. Produce reports detailing results achieved. Provide critical insight and feedback to teams to enhance performance and results.

**How to Apply:**

Send Resume and Cover Letter to:  
Church World Service  
Office of Human Resources – KIL  
P.O. Box 968  
Elkhart, IN 46515  
or fax to 574/266-0087  
or e-mail to [cwshr@churchworldservice.org](mailto:cwshr@churchworldservice.org)  
Application Deadline for Initial Consideration: Received by November 2, 2006

***TWO POSITIONS WITH HEIFER INTERNATIONAL***

**PROGRAM OFFICER, ENTERPRISE DEVELOPMENT & HIV/AIDS**

Heifer International, a global, dynamic, non-profit organization with a compelling mission to alleviate world hunger and poverty, is seeking a Program Officer to work with the Director in the design and management of enterprise development and HIV/AIDS programming, funding efforts, planning and evaluation.

DUTIES: Develop on-line business enterprise services and training to support area program capacity building; design case studies of enterprise development in agriculture and related sectors; perform market research to identify local regional and global marketing opportunities in area programs; assist with conducting baseline studies and monitoring/evaluation approaches with various individuals.

QUALIFICATIONS: Bachelor's degree + 5 yrs related experience (7yrs if no Bachelors), including 1yr in supervisory capacity; Master's degree preferred; Knowledge of and experience with training related to agriculture, rural development, small business development & HIV/AIDS related issues. Salary: \$37,500 + benefits. For more info about our organization, detailed job description and application, please visit [www.heifer.org](http://www.heifer.org). Send resume, cover letter and application by 10/13 to HR, fax 501-907-2820, email [jobs@heifer.org](mailto:jobs@heifer.org) HEIFER INT'L IS AN EOE/AA EMPLOYER BY CHOICE.

\*\*\*\*\*

## **NORTH AMERICA REGIONAL DIRECTOR**

Heifer International, a progressive, world hunger, non-profit organization seeks candidates for North America Regional Director. The Regional Director will provide leadership and oversight on a range of technical and administrative issues and facilitate capacity building and communications aspects across regions and field offices. Position will be located in a major US city or Canada, to be determined.

**DUTIES:** strategic planning and leadership; program and project development and implementation; financial management and administration; staff development and management; global resource development and exp exchange and action learning/advocacy.

**QUALIFICATIONS:** Bachelor's degree in related field +10 yrs (or 12 years w/no degree) in sustainable development programming including 5 yrs in supervisory capacity. Master's degree preferred. Strong English & Spanish skills (oral & written) w/ability to translate/interpret as needed.

**TO APPLY:** Salary \$54,100 + benefits. For more info about our organization, detailed job description and downloadable application, visit [www.heifer.org](http://www.heifer.org). Send resume, cover letter, and application by 10/12 to HR, fax 501-907-2820, email [jobs@heifer.org](mailto:jobs@heifer.org) HEIFER INTERNATIONAL IS AN EOE/AA EMPLOYER BY CHOICE.

## ***Two Positions with International Resources Group***

International Resources Group (IRG) seeks candidates for the following two positions. To apply for either of these positions, please submit cover letter and resume to the following: [jobs@irgltd.com](mailto:jobs@irgltd.com) (include job title in subject line); Fax:(202) 289-7601, Attn: Human Resources; Mail: International Resources Group, Attn: Human Resources, 1211 Connecticut Avenue, NW Suite 700 Washington, DC 20036. Applicants who do not follow these guidelines may not be considered for this position. IRG is an Equal Opportunity Employer and encourages applications from all qualified individuals regardless of race, religion, national origin, sexual orientation, or disability

## **SENIOR CONTRACTS MANAGER**

WASHINGTON, D.C.

IRG is recruiting for a Senior Contracts Manager for its Contracts Department in Washington DC. The Sr. Contracts Manager performs administrative support for U.S. and international field-based project teams and is responsible for supervision of the Contracts Department staff and workload. Requires a comprehensive knowledge of U.S. government service-type cost reimbursable, T&M and fixed price contracting, and grants management. The position requires strong financial/budgetary skills and the ability to work with spreadsheets. Experience in contract audit practices, international purchasing, overseas work and knowledge of a foreign language preferred. This position is also responsible for management of the

---

**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.**

corporation's federal reporting and filing requirements, special contracts and products, and foreign office registrations. Must be willing to work in a fast-paced environment and undertake some international travel.

RESPONSIBILITIES: Management of Contracts Department staff, including workload distribution, monitoring reporting and oversight of contracts/subcontracts and business proposals; Provide IRG Senior Management with support and/or guidance regarding contracting policies and issues; Federal contractor filing/reporting, including tracking of changes in federal procurement regulations; Internal contract reporting to Management, including awards, backlog, annual audit, etc.; Preparation of cost/pricing proposals for solicitations and change orders, including budget narratives with justifications of cost and fee, development of cost/pricing spreadsheets; Review contract documents for signature by IRG managers; Preparation of subcontracts, purchase agreements, task orders, and subcontract modifications, and maintain central contract and subcontract files; Negotiation and approval of rates; and verification of funds sufficiency for all contract actions; and perform periodic contract budget monitoring; Provide support to project managers and staff in contract start-up, implementation and closeout activities including: preparation of budget set-ups with Accounting Department; preparation of contract briefing materials; instruction on field-office accounting procedures, required approvals, allowances, funding, procurement, property inventory and audit file documentation; Organize and conduct periodic contract performance and administrative compliance reviews with participation of project technical teams; Coordinate contract close-out actions (including audits, establishment of final rates, property inventories, deobligation of funds) with project staff and close-out specialists in the accounting department; Administration of corporate products and agreements; Management and oversight of foreign office registration; Develop and participate in company training sessions on project and contract administrative policies and procedures.

QUALIFICATIONS: Bachelor's degree in any of the following disciplines: Business Administration and Management, Finance, Accounting or related field; 5-10 years of experience in U.S. Federal Government contract administration, preferable with USAID; Proficient spreadsheet skills and working knowledge of MS Excel/Word and Access programs required; Familiarity with Deltek accounting software and/or other job-cost accounting packages; Occasional to project locations worldwide.

\*\*\*\*\*

## **CONTRACTS ADMINISTRATOR**

WASHINGTON, D.C.

IRG seeks a Contracts Administrator to provide contract management support for multiple U.S. and field-based project teams, under the supervision of Contract Managers. Applicants must be able to interface effectively with Project Technical Managers and Subcontractors and should possess a general understanding of federal government contract & project management practices. Additional requirements are a basic knowledge of different contract types, familiarity with cost and pricing principles, and ability

---

**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.**

to research policies and apply concepts to solve day-to-day administrative issues. The Contract Administrator will support preparation of subcontract awards, prepare budget estimates, and review and negotiate costs and prices with consultants and subcontractors. Prior experience with USAID in a contract administration or project management role a plus.

**RESPONSIBILITIES:** Prepares subcontract agreements, consultant agreements and vendor purchase orders using established templates. Performs review of requests from project technical managers, seeks clarifications, and ensures that all supporting documentation and approvals are complete prior to generating agreements. Collects and verifies salary history information and negotiates and approves consultant rates. Maintains central contract/subcontract files. Provides support to Contract Managers and technical staff with contract start-up, implementation and closeout activities including preparation of budget set-ups with Accounting Department; preparation of contract briefing materials; instruction on field office accounting procedures; required approvals, allowances, funding, procurement, property inventory and audit file documentation. Prepares budget estimates in response to RFPs and for preparation of contract modification proposals, including narrative write-ups, justifications for estimates.

**QUALIFICATIONS:** Bachelor's degree in any of the following disciplines: Business Administration and Management, Finance, Accounting or related field; 1-3 years of experience in U.S. Federal Government contract administration or project management, preferably with USAID; Proficient spreadsheet skills and working knowledge of MS Excel/Word required ; Occasional to project locations worldwide.

## ***THREE POSITIONS WITH CONSTELLA FUTURES GROUP***

Constella Futures Group, a leader in design and implementation of public health and social programs in developing countries, seeks qualified applicants for the following positions:

### **PROGRAM OPERATIONS MANAGER**

Constella Futures Group seeks a Program Operations Manager to provide operational and financial backstopping and management of projects. Manager will initially serve as the central and external contact person for all issues associated with the financial and administrative support of our Afghanistan portfolio but will also include projects and other country portfolios. Responsibilities include preparing budgets and tracking expenditures, financial analysis and developing financial reports. Manager will provide guidance on FARS, corporate financial procedures, USAID contract requirements, process subcontracts and grants and track subcontractor expenses and purchase orders. **QUALIFICATIONS:** BA in

---

**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.**

international development, public administration or related field with 5+ years project administration experience required. Experience must include budget development, financial reporting, managing administrative and financial components of USAID field projects and working knowledge of government contracting regulations (e.g., FAR, AIDAR). International experience and ability to work effectively with diverse cultural and professional staff required. TO APPLY: see International career opportunities at <http://constellagroup.pereless.com/>.

\*\*\*\*\*

## **SENIOR CONTRACTS SPECIALIST**

Constella Futures Group seeks a Contracts Specialist with expertise in budget preparation, proposal budget development and contracts management. Responsibilities include negotiating budgets and subcontractors, developing cost proposal checklists, cost strategies and budget models and monitoring contractual agreements. Specialist will work with the Contracts team within the Operations department and will assist the Program Development team as required. QUALIFICATIONS: BA in accounting, finance, business or related field with 5+ years cost proposal development and contract/subcontract experience required. Must have in-depth knowledge of USAID and government contracting regulations (e.g., FAR, AIDAR). Strong organizational skills, attention to detail and the ability to work with minimum supervision in fast-paced environment with multiple deadlines required. Knowledge of Deltek Cost Point desired. TO APPLY: see International career opportunities at <http://constellagroup.pereless.com/>.

\*\*\*\*\*

## **PROGRAM ASSOCIATE**

### **WASHINGTON, D.C.**

Constella Futures Group seeks a Program Associate to provide administrative and project support to Center for Private Sector Solutions. Current programs include Afghanistan, Ecuador and Uganda. Responsibilities include program operations support to technical staff, backstopping country programs, processing consultant agreements and subcontracts, maintaining filing system for project administrative and technical documents and other administrative tasks as assigned. QUALIFICATIONS: Candidates must have BA in international health/ development or related field with 2+ years administrative experience required. Experience must include working on international development projects; experience working or living in a developing country a plus. Solid organizational, written and oral communications skills required. Ability to manage multiple tasks, balance competing priorities and solid problem-solving judgment skills also required. Proficiency in 2nd language also required. TO APPLY: see District of Columbia career opportunities at <http://constellagroup.pereless.com/>.

## **Consultants for USAID Educational Activities**

### **Arlington, Virginia**

Development Associates, Inc. seeks consultants to provide assessment, planning, design, monitoring, evaluation, and dissemination services in the education and related sectors to improve the effectiveness of prior and current USAID educational activities. The following positions will be open on the contract:

- (1) Strategic Planning Specialists,
- (2) Sectoral Assessment and Activity Design Specialists, and
- (3) Monitoring and Evaluation Specialists.

Requirements are a minimum of a master's degree in education or related areas, e.g. economics, history, sociology, anthropology, etc., or developing area studies. A minimum of 6 years relevant work experience preferably in International Development. Qualified candidates are encouraged to send an updated version of your resume to [DA-Education@devassoc.com](mailto:DA-Education@devassoc.com). EOE.

## **USAID/Office of U.S. Foreign Disaster Assistance (OFDA)**

USAID/OFDA is currently accepting applications for the following two Personal Services Contract (PSC) positions:

### **PROGRAM OPERATIONS SPECIALIST - OFDA FINANCE UNIT**

WASHINGTON DC

GS-11 (1 opening available)

U.S. citizens only, please.

Deadline for receipt of applications by GlobalCorps: 10/13/2006, 5:00 P.M. EDT

For details and to apply, go to [www.GlobalCorps.com](http://www.GlobalCorps.com)

### **OFDA DISASTER OPERATIONS SPECIALIST**

WASHINGTON DC

GS-11 (Multiple openings available)

U.S. citizens only, please.

Deadline for receipt of applications by GlobalCorps: 10/23/2006, 5:00 P.M. EDT

For details and to apply, go to [www.GlobalCorps.com](http://www.GlobalCorps.com)

## **CHIEF OF PARTY, MACEDONIA**

Nathan Associates seeks a Chief of Party candidate for an anticipated USAID-funded competitiveness project in Macedonia, aimed to enhance the capacity of companies to conduct business and to improve the international competitiveness of select industries.

QUALIFICATIONS: Previous experience managing USAID projects that resulted in greater SME access to new markets domestically and overseas. Experience in providing firm-level technical assistance to enhance competitiveness. Leadership in team building and project management. Experience in the agribusiness, tourism or information technology sectors preferred. Proven ability to work effectively with USAID, host country counterparts and home office staff. Advanced degree in business, economics or related field. CEE experience a plus.

TO APPLY: Submit resume to [recruiter@nathaninc.com](mailto:recruiter@nathaninc.com) by October 21, 2006. Reference 'Macedonia COP' in subject line. Only finalists will be contacted.

## **Senior Accountant, America's Development Foundation, Alexandria, Virginia**

America's Development Foundation, a U.S. nonprofit organization based in Alexandria, Virginia, engaged in international development, is recruiting two Senior Accountants. Responsibilities will include assistance in accounts payable, bank reconciliations, journal entries, audit preparation, financial reports, reconciliation of advance accounts to field bank statements and analyses of ADF headquarters and field offices expenses and other accounting duties.

QUALIFICATIONS: B.A. in accounting, 5+ years experience, knowledge of government contracts/grants, USAID regulations, OMB circulars, FARS, good skills with computerized accounting systems (MIP) and spreadsheet software.

Send resume and most recent salary history to: Senior Vice President of Finance and Accounting, America's Development Foundation, 101 N. Union Street, Suite 200, Alexandria, VA 22314, e-mail: [jtownsend@adfusa.org](mailto:jtownsend@adfusa.org). Only short-listed candidates will be contacted. No phone calls please.

## **TEAM LEADER, PAKISTAN**

The Asia Foundation (TAF), a non-profit, non-governmental organization committed to the development of a peaceful, prosperous, and open Asia-Pacific region, seeks a dynamic Team Leader for its program on Supporting Free and Fair Elections in Pakistan. TAF has more than 50 years presence in Pakistan with a primary focus on strengthening democratic

---

**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.**

governance. Under the Elections program TAF will work with civil society organizations to launch a national election network focusing on civic education and domestic election monitoring.

This is an exciting opportunity for someone committed to democratization in a challenging environment. Team Leader will be responsible for the overall management of the program including technical oversight, administration, fiscal management, and grants management to assure quality, impact, and cost effectiveness. Responsibilities include developing and designing workplans; monitoring and evaluating program activities to ensure program goals are met; management and supervision of program staff; oversight of finance and grants management; and maintenance of relationships with donors to ensure coordination with other donor-funded activities. The Team Leader will lead a team of national staff and short term consultants. S/he will possess strong intellectual leadership in the area of election policy, and the management and logistical skills to implement the program across Pakistan. The ability to quickly understand the local context and build and sustain relationships across civil society organizations and networks will be critical for success.

**QUALIFICATIONS:** Applicants should have minimum of 10 years of experience in managing complex international development aid field projects and working with government and donor communities. Candidates should have strong technical expertise in implementation of election programs (especially civic education and domestic monitoring) and a demonstrated ability in a leadership position working with multidisciplinary and diverse teams. Demonstrated leadership and administrative skills in program management, including managing budgets and personnel, motivating and supervising team efforts and achieving results in relatively complex activities are required. Prior experience of working in Pakistan or other Asian countries would be preferable. A relevant graduate degree is required. Excellent written and spoken English are required. Local language capability is desirable.

**TO APPLY:** The assignment shall be for a period of 12-15 months. Interested persons should send resume and cover letter to [consultantssf@asiafound.org](mailto:consultantssf@asiafound.org) with copy to [hsharif@pk.asiafound.org](mailto:hsharif@pk.asiafound.org).

## ***Academy Advisor, The Door: A Center of Alternatives***

**Overview:** The Door's mission is to empower young people ages 12-21 to reach their potential by providing accessible, comprehensive youth development services in a diverse and supportive environment. The Academy's mission is to enable young people transitioning out of foster care to become independent and self-sufficient. The Academy Advisor will act as guide, teacher and case manager in the provision of various services to youth in foster care. The Advisor must be able to form positive relationships with young people, to engage and motivate them, yet firmly establish expectations. He/she must be able to identify and respond to the on-going needs of youth to sustain program participation and attainment of educational and career goals.

**Responsibilities:** These would include, but are not limited to:

- Conduct intake and assessment of clients; and, evaluate the scope of client's needs
- Follow-up to determine and arrange other services as needed
- Intensive case management and monitoring of participants progress toward goals
- Provide leadership and independent living skills training and lead team building activities
- Collect and maintain documentation of services and outcomes for internal and external use
- Attend all relevant meetings, trainings, workshops and outside events
- Act as an educational advocate to enable clients to gain access to the resources needed to achieve educational

---

**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.**

goals/outcomes

- Formulate and execute an appropriate and effective service plan for each client
- Monitor and document each client's participation in services
- Teach Academy courses
- Support clients in finding and participating in curricular and extracurricular activities
- Facilitate and monitor opportunities to pursue post-secondary/vocational education/training
- Maintain case records pursuant to data-management procedures established for the program
- Provide crisis intervention as needed
- Develop and facilitate nontraditional, innovative support groups for diverse adolescent populations
- Organize and work collaboratively with staff throughout The Door and FEGS
- Participate in committee work to increase our services to specific youth populations
- Outreach and provide consultation to staff and outside agencies around issues related to young people
- Handle any appropriate responsibilities and functions as assigned by supervisor and/or director

**Additional Qualifications:**

- B.A. or Master's or equivalent degree
- Minimum of two experience in adolescent development or counseling
- Knowledge of social service systems and resources as they relate to The Door's urban youth
- Excellent oral and written communication skills
- Demonstrated skills in teaching
- Demonstrated ability group facilitation skills
- Demonstrated ability to work effectively and creatively as part of an interdisciplinary team
- Must be a professional and responsible person that is able to develop and maintain interagency liaisons in order to meet client needs
- Bilingual Spanish preferred

**How to Apply:**

Contact: Send, fax or e-mail cover letter and resume to:

Myrna Forney, Director of Special Projects

The Door

121 Avenues of the Americas

New York, NY 10013

Fax: (212) 941-0714

[academyjobs@door.org](mailto:academyjobs@door.org)

No phone inquiries please

The Door is an Equal Opportunity Employer