



Career Services Newsletter
April 6, 2007
Volume 3, Issue 3

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

Table of Contents

Table of Contents 1
Career Related Events..... 3
 CALL FOR PAPERS/PROPOSALS/PARTICIPATION, Gender and Security Sector Reform
 3
Organization Spotlight 4
Fellowships..... 4
 ISA Workshop Grant Program for collaborative research that is new and innovative and
 involves scholars who are drawn from the global international studies community. 4
Internships 6
 Jobs 6
 Coordinator and Project Manager , Washington, DC, united in their commitment to end the
 war in Iraq 6
 Program Associate, Interpersonal Development through conflict, resolution services Staten
 Island, New York 7
 Workshop Leader, Position F/T, Co-facilitating group workshops for the Summer Youth
 Employment, Brooklyn, New York 8
 Facilitator Roads to Success, New York 9
 Jerusalem 2050 Project Coordinator Cambridge, Massachusetts 11
 Director of Canadian Development, Toronto, Ontario, M5S 2R4, Canada 12
 Jobs with Justice theme, DC 13
 Director of Development, Cesar Chavez Public Charter Schools Washington, DC 14
 Gender Based Violence Program Manager, Thailand 15
 Executive Director, Center for Justice and Peacebuilding (CJP) at Eastern Mennonite University
 in Harrisonburg, VA 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.**

Women PeaceMakers needed, Location:San Diego , CA18
HDI Program Director for Mine Action, New York, you don't have to be a mine expert19

Career Related Events

CALL FOR PAPERS/PROPOSALS/PARTICIPATION, Gender and Security Sector Reform

Gender and Security Sector Reform: Creating Knowledge and Building Capacities. The Geneva Centre for the Democratic Control of Armed Forces (DCAF), the United Nations International Research and Training Institute for the Advancement of Women (UN-INSTRAW) and the OSCE Office for Democratic Institutions and Human Rights (ODIHR) are initiating a joint project entitled Gender and Security Sector Reform: Creating Knowledge and Building Capacities. The project will: 1) Commission new research to produce twelve gender and security sector reform tools. From these tools, shorter briefs will be produced. The full set of resources will be developed into a 'Gender and Security Sector Reform Toolkit'; and 2) Hold e-discussions, an expert workshop and a launch/workshop to review, promote and operationalise the Gender and Security Sector Reform Toolkit, and to strengthen the capacity of project beneficiaries to integrate gender in security sector reform policy and processes. We are looking for potential authors and expert reviewers by 16 April 2007 on these topics:

Introductory Tools

1. Introduction to Gender and SSR
2. Police Reform and Gender
3. Defence Reform and Gender
4. Justice Reform and Gender

5. Penal Reform and Gender
6. Border Management and Gender
7. Parliamentarians: Security Sector Oversight and Gender
8. National Security Policy and Gender
9. Civil Society Oversight of the Security Sector and Gender
10. Privatisation of Security and Gender

Cross-Cutting Tools

11. Gendering SSR Assessments: indicators, monitoring and evaluation
12. Gender Training for Security Sector Personnel: lessons learned and good practices Please contact Kristin Valasek, DCAF: k.valasek@dcaf.ch

Organization Spotlight

Fellowships

ISA Workshop Grant Program for collaborative research that is new and innovative and involves scholars who are drawn from the global international studies community.

The International Studies Association announces the deadline for 2007–2008 grants to support workshops for collaborative research that is new and innovative and involves scholars who are drawn from the global international studies community.

Scope of Awards

ISA created the Workshop Grants program in 1992 to promote the interaction of scholars from different parts of the global international studies community. At the annual ISA meeting in Chicago in 2007, the Governing Council substantially expanded and restructured the Workshop Grant Program, more than doubling the total amount of funds available. Two categories of grants were established: Venture Research Workshop Grants of up to \$25,000 each and Catalytic Research Workshop Grants of up to \$5,000 each. Venture Research Workshop Grants are targeted for projects that venture into emerging and potentially transformative research areas or preliminary work on untested and novel and path-breaking ideas. Catalytic Research Workshop Grants target projects that aim to apply new expertise or new approaches to established research topics and are likely to catalyze rapid and innovative advances. Funds may be used to support several types of workshops: to bring together authors for an edited volume; to plan for a collaborative research project; or 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.

stimulate new approaches to the substance and analysis of a topic. Both types of grants aim to bring together small groups of participants focusing on a significant research problem that stimulates cross-national examination or perspectives and engages the interests of several disciplines. Topics should be sufficiently well focused to allow in-depth exploration during the time proposed for the workshop. All participants are expected to present a fully-developed scholarly paper on a relevant topic in order to attend the workshop. The workshop, itself, is expected to result in significant scholarly outputs, such as a book-length manuscript and scholarly articles.

Eligibility

Proposal submitters and all proposed workshop participants must be ISA members. Proposals from junior scholars are particularly encouraged. Workshop participants should be drawn not only from ISA's North American membership, but also from other parts of the world and should include junior scholars. All workshops must be held in conjunction with and at the time of the ISA 2008 Annual Convention. Other requirements are listed in the Workshop Grant Proposal Guidelines.

Funding

Grants will be awarded annually by ISA's Workshop Grant Committee. Funding may be used to provide honoraria for paper writers, provide per diems, pay for travel [when compelling justification is given] as well as other workshop costs. Please consult the Workshop Grant Proposal Guidelines for limitations and restrictions. Funds will generally be available for up to eighteen months from the time grants are made. A proportion of the grant award may be held until the final Workshop Grant Report has been received at ISA headquarters.

Format

Core proposals should be not more than five pages (single-spaced) in addition to the three-page coversheet document, budget and budget justification and other supporting materials as required. Proposals must specify (1) the theme, purpose and objectives of the workshop, (2) the need for and intellectual significance of the meeting and how and in what ways the project is new, innovative and/or path-breaking and will expand knowledge and understanding in one of more fields; (3) how it relates to previous research and theoretical developments, including a list of any recent meetings or publications on the same topic; (4) the format of the workshop, including a statement of how the meeting will be organized and conducted as well as how other ISA members (especially junior scholars, scholars from various disciplines and nationalities and underrepresented minorities) who are interested in the topic may be included on a space-available basis; and (5) how the results of the meeting will be disseminated in order to benefit the larger ISA community and contribute to the enhancement and improvement of knowledge in the field. Complete proposals must also include: (1) all coversheet documents, (2) the five-page core proposal; (3) budget and detailed itemized budget justification; (4) complete references in proper standard citation form; (5) statement of the amount of support (if any) requested and/or committed from any other sources; (6) statement on letterhead or in the form of personal emails from each proposed collaborating individual or organization confirming a commitment to participate in the form proposed; (7) CV(s) of the proposer(s), and (8) two-page biographical sketch(es) for each participant (use the U.S. National Science Foundation guidelines on the information to include in the biographical sketch). Items 1 and 3–8 need not be included in the five-page limit.

Applicants are encouraged to submit proposals electronically to ISA using a PDF document format. The entire proposal must be contained in a single document file; please do not send multiple files containing various components of the proposal since these are difficult to

manage. Proposals on paper are also accepted; please provide six (6) copies of all materials. The proposal, with all required accompanying materials, must be received by 15 August 2007 via e-mail to ISA: International Studies Association / isa@u.arizona.edu.

When you send the proposal to ISA, also send a complete copy to the committee chair:

Roger Coate, Chair
Department of Political Science
University of South Carolina
Columbia, SC 29208 USA
tel.: (803) 777-7833; fax: (803) 777-9308
email: roger.coate@sc.edu

If you do not receive a confirmation within seven days (email) or three weeks (conventional mail) that your proposal was received, please attempt to contact us again since there may have been problems transmitting the proposals. (We are using this method of dual notification to reduce the possibility that proposals get lost due to email or mail disruptions.)

DEADLINE: 15 AUGUST 2007

All applicants should expect to receive notification as to whether the proposal will be funded by 1 October.

International Studies Association
324 Social Sciences
University of Arizona
Tucson, AZ 85721
Phone: 520-621-7715
Fax: 520-621-5780
Email: isa@u.arizona.edu
<http://www.isanet.org>

Internships

Jobs

Coordinator and Project Manager ,Washington, DC, united in their commitment to end the war in Iraq

Education: Bachelor (BA, BS, etc.)
Location: Washington, District of Columbia, 20036, United States
Posted by: Win Without War

Job Category: Activism & Organizing, Advocacy, Public Policy, Research
Salary: low to mid 40s

**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.**

Last day to apply: April 15, 2007

Last updated: March 30, 2007

Type: Full time

Language(s): English

Job posted on: March 30, 2007

Area of Focus: Network of Nonprofit Organizations, Peace, War, and Conflict Resolution, Politics

Description:

Win Without War is a coalition of 40 national non-profit organizations, with broad constituencies, united in their commitment to end the war in Iraq, prevent an attack on Iran and advocate alternatives to militarism.

Win Without War is seeking a full-time Coordinator / Project Manager. The individual will be responsible for coordinating the 40-member coalition, conducting issues research, managing the campaigns and projects of the organization, including the WWW websites, and providing direct assistance to the National Director.

QUALIFICATIONS:

- 3-5 years experience in non-profits management and advocacy
- Experience in creative Internet advocacy
- Experience in facilitating/organizing a coalition
- HTML/Dreamweaver experience
- Effective oral and written communications skills
- Strong analytical skills
- Experience handling multiple tasks and meeting deadlines
- Campaign experience, preferred

How to Apply:

Please send your resume, cover letter and writing sample to info@winwithoutwarus.org

Program Associate, Interpersonal Development through conflict, resolution services Staten Island, New York

Salary: Commensurate with experience

Education: High school

Location: Staten Island, New York, 10301, United States

Posted by: The New York Center for Interpersonal Development

Job Category: Direct social services, Education & Training

Language(s): English

Job posted on: March 30, 2007

Area of Focus: Children and Youth, Sports, Recreation, and Leisure

Type: Part time

Last day to apply: May 1, 2007

Last updated: April 2, 2007

Description:

Program: WAVE Program at McKee High School, New Beginnings Alternative High School and Port Richmond High School

Sites: 290 St. Marks Place, Staten Island

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.

130 Stuyvesant Place, Staten Island
85 St. Josephs Avenue

Reports To: Career and Education Manager

Agency/Program Overview

New York Center for Interpersonal Development is a not-for-profit agency that has been providing services to the Staten Island community for over 30 years. The Center provides comprehensive conflict resolution services to adults and youth. The mission of the organization is to promote the constructive resolution of conflict in ways that help to improve human relationships and build stronger communities.

The Out-of-School Time (OST) Program describes the major part of a young person's life that takes place outside of the school classroom- after school, on weekends, and during school vacations. The goal of the program is to provide quality academic, recreational and development activities in a supportive environment.

We are currently seeking an individual to work in this program to meet the stated program goals. Positions Available positions include (but are not limited to):

- Program Facilitator
- Workshop Facilitator
- Dance Facilitator

Responsibilities

- Supervision of up to 15 program participants;
- Prepare lesson plans & curricula related to program goals;
- Choreograph dance routines;
- Monitor student attendance and encourage participation in after-school events and activities;
- Work in conjunction with after-school and school staff in the best interests of students.

Hours

Between the hours of 3:00 – 6:00 daily.

Additional Qualifications:

Qualified applicants should be pursuing a degree in Education, Human Services or related field. Previous experience in social services or youth development is a plus. Above all, we are looking for individuals who are enthusiastic and enjoy working with high school students.

Workshop Leader, Position F/T, Co-facilitating group workshops for the Summer Youth Employment, Brooklyn, New York

Salary: \$11 - 13.50 / hour, depending on education and experience.

Education: Bachelor (BA, BS, etc.)

Location: Brooklyn, New York, 11232, United States

Posted by: Center for Family Life in Sunset Park

Job Category: Education & Training

Language(s): English

Job posted on: March 30, 2007

Area of Focus: Children and Youth, Community Building and Renewal, Multi-Service Community Agency

Type: Full time

Last day to apply: May 30, 2007

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.

Last updated: April 2, 2007

Description:

SCO Family of Services/ Center for Family Life- Sunset Park is looking for Workshop Leaders for the Summer Youth Employment Program.

Description:

- Co-facilitating group workshops for the Summer Youth Employment Program with topics ranging from financial literacy to health issues.
- Interact with teens on a daily basis and form positive relationships.
- Provide an interactive and engaging learning environment.
- Participate in social group work training sessions.

Qualifications:

- College experience and significant experience working with teens or currently enrolled in a Social Work/ Education Graduate Program.
- Proficiency in running groups and willingness to work within a social group work model.
- Excellent organizational skills
- Commitment to youth development

Work dates: July 2nd - August 17th

SCO Family of Services / Center for Family Life is an equal opportunity employer.
Auxiliary aids and services are available upon request by individuals with disabilities.

How to Apply:

Interested? Send resume via Fax (718-633-6729) Attn. Andrea Mancuso

Facilitator Roads to Success, New York

Salary: Commensurate with experience

Education: Bachelor (BA, BS, etc.)

Location: New York, New York, 10018, United States

Posted by: Roads to Success

Job Category: Education & Training

Language(s): English

Job posted on: March 29, 2007

Area of Focus: Education and Academia

Type: Full time

Last day to apply: May 28, 2007

Last updated: March 30, 2007

Description:

Roads to Success is a new and innovative college, career, and life readiness program that lets students explore their aspirations and better understand the connections between their school experience and their dreams for adulthood.

Roads to Success Facilitators work as guest teachers in the public schools, conducting weekly classes that cover a range of topics from career choices to college prep, study skills to goal-setting. Lesson plans are developed in 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.**

central office, and their implementation is fairly standardized from site to site. Facilitators are responsible for providing weekly written feedback that guides further program revision. Facilitators also keep track of student assignments, grades, and incentives, and serve as liaisons between their host communities and Roads to Success central staff.

We are based in New York City, and primarily serve low-income middle and high schools in West Virginia, Pennsylvania, western New York, as well as some New York City schools. We are looking for several full-time and part-time Facilitators to begin in the 2007-2008 school year in a select number of NYC middle and high schools.

A full-time Facilitator typically teaches 10-14 sections per week, and is responsible for about 250-300 students.

In addition to lesson preparation, classroom facilitation, and student evaluation, the Facilitator may be responsible for all or some of the duties listed below:

- Keeping a weekly journal of classroom lesson feedback detailing successes, difficulties, student response, and perceived quality of lesson plan and resources. Ability to evaluate performance and communicate effectively is essential.
- Keeping track of student assignments, grades, and incentives, and in some cases co-managing the student accountability system with RTS staff.
- Serving as a liaison between the Roads to Success program coordinators and the school community. This includes monthly conference calls in addition to frequent email contact, and requires that the Facilitator be attentive to maintaining correspondence.
- Meeting with school administrators and host teachers in order to introduce and organize the logistics of the RTS program at your school (e.g. grading, learning school procedures, etc.)
- Meeting with school faculty to introduce RTS program.
- The Facilitator must be responsive to the needs of the students, parents, teachers, and school administrators related to the Roads to Success program. This may involve telephone contact as well as occasional meetings outside of scheduled class time.

The ideal candidate for the Facilitator position will be someone who is:

- experienced in teaching middle or high school in an urban setting
- a dynamic and engaging presenter
- able to elicit participation from students
- highly organized
- collaborative, and able to interact well with school administrators, teachers, community members, program coordinators, curriculum planners, and evaluators.

Additional Qualifications:

- Applicant must have a Bachelor's Degree
- Must be technology proficient in Microsoft Office, navigating the Internet, emailing, and general computer knowledge
- Prior experience working with students in this age-group (middle and high school) highly 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.**

How to Apply:

TO APPLY:

For more information about Roads to Success, please check out our website at www.roadstosuccess.org. To apply, please email a cover letter and resume to Kate Cushing at cc@roadstosuccess.org. Please indicate whether you prefer a full-time or part-time position. If you have questions, please call (212) 594-3066.

Roads to Success is committed to building a diverse staff, and encourages members of underrepresented groups to apply.

**Jerusalem 2050
ProjectCoordinator
Cambridge,
Massachusetts**

Education: Bachelor (BA, BS, etc.)

Location: Cambridge, Massachusetts, 02139, United States

Posted by: [MIT Center for International Studies](#)

Job Category: Project management

Type: Full time

Salary: \$40,000

Language(s): English

Last day to apply: April 30, 2007

Job posted on: March 29, 2007

Last updated: March 30, 2007

Area of Focus: Community Building and
Renewal, Peace, War, and Conflict
Resolution

Description:

The Project Coordinator will manage the administration and outreach for the exciting, ground-breaking Jerusalem 2050 Project. She/he will work in a highly creative environment with leaders in their fields on a cutting edge project of international significance. The coordinator has the opportunity to contribute substantively and creatively to the development of the project. Will coordinate and manage worldwide outreach activities; regularly update Web site; liaise with international partners, institutions, and committees; prepare all documents for public consumption; maintain all administrative details (correspondence, budget, financial transactions, etc) of the project; and initiate additional fundraising for the project.

Additional Qualifications:

Must be extremely well-organized and capable of working independently; have excellent communications skills; have experience in international projects; have familiarity with or experience in grant-writing/fundraising; and demonstrate the ability to work in a fast-paced project environment. Knowledge of design competitions and/or urban planning is a plus. Knowledge of the Middle East and international politics is a plus. Advanced degree in Urban Planning, Architecture, International Affairs, Middle Eastern Studies, Political Science, Sociology, or related field is a plus.

**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.**

This position is currently a 1-year position, with the possibility of extension.

How to Apply:

All applications must be submitted on-line. Please go to <http://web.mit.edu/jobs/> and search for the job number mit-00003968.

Please include a cover letter with your application stating your interest in and qualifications for the job.

Director of Canadian Development, Toronto, Ontario, M5S 2R4, Canada

Education: Bachelor (BA, BS, etc.)

Location: Toronto, Ontario, M5S 2R4, Canada

Posted by: Independent World Television/The Real News

Job Category: Fundraising & Development

Salary: \$75,000-\$80,000 CAD

Last day to apply: April 30, 2007

Last updated: April 3, 2007

Type: Full time

Language(s): English

Job posted on: April 2, 2007

Area of Focus: Foundations, Fundraising, and Philanthropy

Description:

As Director of Canadian Development, you will take ownership of creating and implementation of the Canadian Development Strategy related to individual giving; major gifts, and foundations. You will lead the Canadian Development so that we achieve our overall organizational fundraising goals- to raise 15 million dollars over the next few years to launch The Real News. A large portion of this budget will come from major gifts, foundations and membership contributions.

The position requires a high degree of energy and creativity, a major donor rolodex and entrepreneurialism, together with excellent interpersonal communication skills.

Additional Qualifications:

- * Demonstrated achievements in development and major donor fundraising
- * 5-10 years experience in the field: Five years development at a senior level
- * Exceptional knowledge of the major donor giving and fundraising environment
- * Fundraising study and analysis of the field

Previous Experience:

- * Senior management level experience in a results driven development department
- * Experience in performance management
- * Experience in developing and implementing long-term fundraising and communications strategies

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.

- * Demonstrated ability to direct and write effective foundation applications
- * Successful track record of fundraising from a variety of sources (e.g., individuals and foundations), particularly from major donors in the US
- * Office software (Microsoft Office – Outlook, Word, Excel, Access, Powerpoint)
- * Working knowledge of Salesforce or Raiser’s Edge fundraising software an asset

How to Apply:

Application Contact: jobs@therealnews.com

Subject line must read: CNDDD043007

“The Real News, where the diversity of our world matters”

Jobs with Justice theme, DC

Jobs with Justice is a national network of local coalitions of labor, community, faith-based, and student organizations that work together and mobilize on campaigns to win justice in workplaces and in communities where working families live. The national office provides strategic support to 40+ locally autonomous coalitions around the country, networks coalitions on common issues, and develops national programs that increase the impact of local organizing. National programs include workers’ right to organize and bargain collectively, health care for all, global justice, and immigrant rights. The national staff is dedicated to helping local coalitions thrive and to lifting up the leadership of workers, community members, students, and others who are most affected by economic injustices. We are seeking a new Field Director. Women and people of color are encouraged to apply. Applicants must have a demonstrated commitment to building a social justice movement in a labor, community or student setting and extensive management experience in a non-profit or labor union.

Reporting to the Executive Director, the Field Director in the Jobs with Justice national office is a management-level position that oversees field development, national campaigns, and general administrative work as necessary. As a member of the Management Team, the Field Director works with the Executive Director and the Program and Communications Director in making decisions and ensuring the smooth functioning of the national office and implementation of national activities.

Responsibilities include:

Field Development: Responsible for overall field development within the network, which includes working with field organizers to: identify and implement program and organizational development goals for the field, provide technical assistance and support to local coalitions, identify state-wide and regional networking and program opportunities, identify leadership development and training opportunities within the network, oversee development of a training program, deal with political and organizational interests, implement tracking and documentation processes, and oversee charter process. Maintain relationships with key stakeholders.

Program Development and Support: Work with Program and Communications Director to: identify and track local coalitions engaged in key program work, build relationships with key stakeholders and allies, provide strategic support for local coalitions working on key programs, develop program plans and campaigns, and coordinate national mobilizations. Facilitate local coalition participation in national activities and network coalitions on similar issues. Lead specific areas of program and campaigns. Provide overall program guidance and support to the Student Labor Action Project.

Staff Management and Development: Responsible for hiring and direct supervision, evaluation and development of four Field Organizers, the Student Labor Action Project Coordinator, and other staff as assigned. Assist with recruitment of staff, implementation of personnel systems and staff bargaining contract; provide feedback and direction on work plans and work management. Participate on Labor Management committee. Communicate information to staff in a timely manner, maintain positive and effective relations with all staff, and respond to staff concerns and needs.

Organizational Development and Leadership: Work with the ED, Program and Communications Director and Development Assistant to develop and carry out annual fundraising plan and assist with program grants to local coalitions; represent the organization at conferences and public events; develop and maintain relationships with key

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.

stakeholders; assist in overall planning of national conference; and create and maintain a positive organizational culture.

Required Qualifications:

- 4 years of organizing experience
- Staff supervision experience
- Demonstrated success in program and campaign development and implementation.
- Ability to motivate and help lead a social justice movement organization
- Ability to build and maintain relationships with people from diverse backgrounds, including historically underrepresented communities
- Ability to handle and resolve conflict and have excellent interpersonal and group facilitation skills.
- Excellent verbal and written communication skills
- Ability to work in a collective environment.
- Self-motivated.
- Comfort with public speaking.
- Training experience.
- Good personal time management skills
- Understanding of and commitment to a working class perspective
- Labor movement experience is a plus
- Willingness to travel
- The position requires the person be located in or willing to relocate to Washington, DC.

Additional Qualifications:

Jobs with Justice is an affirmative action employer and strongly encourages people of color, women, I/g/b/t individuals, and those with working class backgrounds to apply.

How to Apply:

To Apply: Send cover letter, resume and two professional references to sarita@jwj.org.

Please contact Sarita Gupta at sarita@jwj.org or at 202-393-1044 with any questions.

Director of Development, Cesar Chavez Public Charter Schools Washington, DC

Job Description for Director of Development

The incumbent will report into the CEO and be responsible for:

Grant Applications and Management

1. Application for and Continuing Management of Grants to Fund Strategic Activities to include primary responsibility for finding and acquiring funds outside of normal allocations from various jurisdictions for day-to-day operations.
2. Deriving Requirements for Extraordinary Funding from the Chavez Strategic Plan as a first step towards doing research on available funding sources for such strategic purposes.
3. Continuous Research and Analysis of Sources for Grants to alert the Home Office Team about opportunities for the funding of projects that may be beneficial to Chavez strategic objectives.
4. Advising the Home Office Leadership Team about the Pros and Cons of Different Grants, that will include informing all relevant parties about what they will need to do in return for accepting the grant and analyzing the likelihood of winning a particular application as an element in the decision about whether to pursue it.
5. Maintaining Data Normally Requested by Grantors to include advising the Home Office Team about the kinds of information that may be required in order to pursue specific opportunities.

Marketing, Community Relations and Accreditation

6. Development of Mission Statement and Marketing Materials to communicate Chavez values and culture to various critical stakeholders and audiences such as regulators, benefactors, community leaders, parents, teachers, partner schools, colleges and students.
7. Submission of Materials in Support of Regulatory Requirements and Accreditation Application to include

**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.**

acquisition of required data from various sources within the Chavez System, development of strategy for the presentation of data to put Chavez in the best possible light, and the drafting of documents required by various regulatory bodies.

8. Relationship Management with individuals and entities in positions to support Chavez goals and objectives.

9. Preparation of Board Packages to ensure that Board members understand the state of affairs in Chavez and are able to discharge their oversight responsibilities.

The CEO, who may from time to time instruct the incumbent to perform other tasks not listed in this job description, may also amend it at any time. The job description is not intended to change or cancel any provision in the Chavez Employee Handbook.

Additional Qualifications:

Position available in late May.

How to Apply:

Send cover letter and resume to recruitment@chavezschools.org.

EOE

No telephone calls please.

Gender Based Violence Program Manager, Thailand

Description:

The International Rescue Committee (IRC) is one of the largest humanitarian agencies in the world, providing relief, rehabilitation and post-conflict reconstruction support to victims of oppression and violent conflict. IRC has worked for over seven decades and today is involved in over 25 conflict zones in the world. We address both the immediate, life saving needs of conflict affected people in an emergency and the reconstruction needs in post conflict societies.

The GBV Program Manager will be based in Mae Sot and will be responsible for setting up a new GBV Program for the IRC in Mae La Camp in Tak Province together with camp based organizations. The Program Manager will be supervising a team of at least two staff and working closely with a team of in camp partners.

In partnership with the refugee community, CBOs, NGOs and UNHCR, the Program Manager will improve and expand community based services addressing gender based violence in the camps. This position's primary responsibilities are to set up systems and build capacity of camp based staff and organisations to provide comprehensive support for survivors, with services that are clearly defined, appropriate and accessible. In addition, the GBV Manager will guide the program to implement an effective prevention campaign designed to reduce the incidence of GBV over the long term.

RESPONSIBILITIES:

Administrative Duties

Oversee administrative aspects of the program including, but not limited to, writing job descriptions, interviewing and selecting staff, developing staff performance objectives and conducting timely performance appraisals.

Manage all budgets in order to ensure that program expenditures are appropriate. This includes ensuring staff are following IRC global financial procedures and meeting donor requirements.

Ensure that all internal (IRC) and external (donor/partner/government) reporting requirements are met and that reports are of a high quality and submitted on time.

Participate in strategic planning to ensure the sustainable integration of the GBV activities after IRC exits.

Program Management:

Will be responsible for Program start up and management in Mae La camp including:

**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.**

Guiding the initial GBV assessment/ situational analysis with camp based staff to define the program strategy;

Oversight and assistance in defining program scope of sub grants to camp based partner organizations – with a focus on developing the prevention strategy and case management services

Monitor the project work plan and notify management of any delays or barriers to achievement.

Ensure that the project undertakes continuous monitoring/evaluation activities which can measure the impact of program activities and are based on a clear understanding of the problems, causes, contributing factors, and issues in each camp.

Develop data collection and analysis systems for ongoing case monitoring. Establish methods for regular sharing of this data and information with stakeholders.

Staff Management:

Direct supervision of the IRC - GBV Social/ Case Worker and GBV training Officer

Define roles of SGBV focal points and camp based assistants program and staff.

Develop and implement a staff training plan for GBV team members to build capacity in areas of need for the sustainability and stability of the program.

Develop/ guide training for staff as needed in order to build camp staff capacity to respond to GBV cases.

Set up case management systems and supervise case management of GBV cases, with special attention to child survivor cases, and monitor coordination of GBV referral systems in camp.

Provide ongoing technical support and guidance to national staff and strategic partners to ensure GBV programming meets best practice standards.

Assist GBV staff with coaching as needed on case management and working with survivors.

Ensure that GBV staff members are safe and work to create an environment that protects them from exploitation, discrimination and/or harassment.

Representation and Collaboration:

Work together with UNHCR and existing NGOs and CBOs in camp to establish a coordinated referral system for GBV survivors based on the Interagency Protocol document;

Maintain effective working relationships with all stakeholders – including community leaders, NGOs, government ministries/authorities, UN agencies, community based organizations and other IRC sectors to enhance multi-agency and multi sectoral cooperation and coordination

Liaise with the LAC Coordinator, Field Coordinator and Deputy Director Programs as needed for difficult or complex cases, provide advocacy and assistance to response staff and where appropriate liaise with relevant partners, such as the Police and the Ministry of Interior representatives or other Camp. Authorities

Additional Qualifications:

Minimum bachelor's degree in development , Social Work or Health

At least 3 years experience working with an NGO in programs for survivors of violence – particular training and case management experience

Experience working with refugees and displaced persons

Excellent command of English – written and spoken

Burmese and or Karen language skills an advantage

Computer literate in MS Office Word, Excel, Access, Email and Internet

Good communication & interpersonal skills

How to Apply:

We request that all applications be completed on line at <http://www.IRCjobs.org>. Please indicate in your cover letter how you initially became aware of this vacancy. IRC does not set closing dates/deadline dates for applications, recruitment is ongoing until the position is filled. The IRC reviews all applications and you will be contacted directly if you are selected as a candidate.

Executive Director, Center for Justice and Peacebuilding (CJP) at Eastern Mennonite University in Harrisonburg, VA

POSITION: Executive Director

The position has been posted at

<http://www.emu.edu/humanresources/vacancy/adm-cjpekdir.htm>.

RESPONSIBILITIES:

This is the senior administrative leadership position of an EMU graduate program with 26 employees. The position requires great organizational and managerial skills and the ability to compellingly articulate the vision and mission of CJP for sowing seeds of peace around the world via its academic, training, and consultant programs.

QUALIFICATIONS: Strong proven record of leadership/management. MA and 5 plus years experience required. PhD preferred. Knowledge of and skills for working in an academic environment preferred. The person will have an Anabaptist/Mennonite faith orientation and commitment, active participation in a church community, and dedication to a life of nonviolence and peace-building. Key requirements include financial acumen, personnel management, team-building, problem-solving, strategic planning and visioning, policy development and implementation, and builds effective relationships with various stakeholder groups.

CONTRACT TERMS:

12-month, full-time position. Remuneration and benefits commensurate with education and experience and in accordance with the administrative pay scale.

RESPONSIBLE TO: EMU Graduate Dean

POSITIONS SUPERVISED:

Direct supervision of: Director of the Conflict Transformation Program (Academic degree programs), Director of the Summer Peacebuilding Institute, Director of the Practice Institute and departmental core staff. Indirect supervision of 20 employees.

BEGINNING DATE: August 15, 2007

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.

INQUIRIES: Submit a letter of application, a resume, and names, addresses and telephone number of three references to:

Human Resources Office
Eastern Mennonite University
1200 Park Road
Harrisonburg, VA 22802
e-mail: hr@emu.edu
www.emu.edu/humanresources

DEADLINE: Review of application will begin immediately. Positions will remain open until the positions are filled.

MORE INFORMATION: www.emu.edu/cjp

Persons who bring gender, ethnic and cultural diversity are encouraged to apply.

Eastern Mennonite University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, handicap, national and ethnic origin.

Ruth Hoover Zimmerman
Co-Director
Center for Justice and Peacebuilding
Eastern Mennonite University
540-432-4496
www.emu.edu/cjp

Women PeaceMakers needed, Location:San Diego , CA

Program application period,
April 2 - June 1, 2007
Location:San Diego , CA

Description:
Women Peacemakers Program

The Women PeaceMakers Program involves learning, teaching, and taking the time to narrate a personal, unique story of peacemaking. Along with scheduled time when the Woman PeaceMaker will work in small groups and/or

**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-on-one with her peace writer, there will be programs in which she will share with others her experiences from her respective country and conflict setting with others. She will learn from and explore new skills and ideas with fellow PeaceMakers. Through better understanding of individual human rights advocacy and peacebuilding work, the program seeks to build greater cross-cultural understanding, and to document the challenges and successes of women who have been involved in peacemaking efforts.

Those who are accepted into the Fall 2007 program will be expected to spend eight weeks at the Joan B. Kroc Institute for Peace & Justice (IPJ) at the University of San Diego in San Diego, California. Over that time, their experiences will include the following:

- * Collaborating with a Peace Writer and film team to document personal stories through writing, video, and audiotape.
- * Sharing experiences of peacemaking and human rights advocacy with the IPJ community of students and faculty through small group discussions and "Conversations With" that are open to the general public.
- * Participating in and lending expertise to a PeaceMaker Summit in which many of the past Women PeaceMakers will join the present PeaceMakers to share knowledge and new challenges on the frontlines. Participants will document their best practices in a three day San Diego-based summit will take place on October 24-26.
- * Learning and networking through roundtable discussions, Women PeaceMakers will meet with local and national women leaders involved in human rights, political action, and peacemaking efforts, forming networks and gaining resources to be called upon for international peacemaking and post-conflict planning processes.
- * Renewing personal commitments to their work and taking time to reflect in a safe and nurturing environment that promotes new learning and an authentic exchange of ideas.
- * Additional activities may include visiting local governmental and nongovernmental organizations, guest lectures, and other public engagements.

Program Cost & Fellowships

There is no cost for participation in the Women PeaceMakers Program. The program will provide fellowships to four qualified applicants. This funding is to be used for 1) local transportation (airfare to and from San Diego provided); 2) living expenses (other than housing, which is provided); 3) incidentals. The Women PeaceMakers Program encourages applicants to seek supplemental funding from local sources, although the funding provided by the IPJ for those selected will be sufficient for the full eight weeks.

Lodging

Housing will be provided at the Casa de la Paz, "The House of Peace," on the campus of the Institute for Peace & Justice, University of San Diego. The Casa de la Paz is a private residence adjacent to the Institute for Peace & Justice that overlooks Mission Bay and the Pacific Ocean. Invited Women PeaceMakers will have the opportunity to rest and reflect in this beautiful, peaceful, and supportive setting.

Made possible by a grant from the Fred J Hansen Foundation
Fall Residency
September 17 - November 10, 2007

HDI Program Director for Mine Action, New York, you don't have to be a mine expert

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.

The Humpty Dumpty Institute (HDI) is a results-oriented non-profit organization that forges innovative public-private partnerships to advance specific issues in the field of foreign affairs. HDI is well known for its work battling the international landmine epidemic by working with a wide network of partners to support mine clearance projects around the globe. HDI has established unique partnerships to fund landmine removal and development projects in Angola, Armenia, Eritrea, Laos, Lebanon, Mozambique, Sri Lanka and Vietnam. Through these partnerships, HDI has raised and leveraged over \$9 million for landmine clearance programs in those countries.

The Institute is seeking a Program Director for Mine Action who will provide direct executive support to the President in program development, management and execution.

The Program Director for Mine Action is the Institute's principal action officer on these and other programs that address landmine and development problems. The Program Director is responsible for outreach to HDI's partners and donors, U.S. and international governments, UN agencies, U.S. Congress, and relevant civil society organizations.

The Program Director will be principally responsible for:

- Managing HDI's mine action portfolio of projects
- Liaising with HDI's partners and implementing organizations
- Outreach to donors and finding new sources of funding
- Representing the Institute at meetings and conferences domestically and abroad
- Supervising mine action support staff;
- Supervising HDI's local project staff in target countries
- International travel to project countries as required
- Managing and overseeing all financial and budgetary issues relating to the mine action portfolio
- Managing the preparation of grant proposals
- Overseeing administrative aspects of each project
- Managing the preparation of internal and donor reports, and other communications materials
- Organizing mine action events
- Preparing web site and marketing materials
- Overseeing database management

The ideal candidate will possess the following:

- Master's degree in international affairs, social sciences or related field
- Three to five years of program management experience in the non-profit sector
- Strong organizational experience
- Supervisory experience
- Financial and budgetary prowess
- Some international field experience a plus
- Familiarity with mine action issues desirable
- Excellent communication and organizational skills

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.

- Fluency in English, proficiency in another language a plus
- Fluency in Microsoft Office, especially Microsoft Word, Excel, PowerPoint and Access
- Demonstrated ability to prioritize numerous assignments in a fast-paced environment

Salary is competitive and commensurate with experience. Please email or fax your résumé and cover letter to (no phone calls, please):

The Humpty Dumpty Institute
Program Director for Mine Action
29 West 46th Street, 5th Floor
New York, NY 10036
Tel: (212) 944-7111
Fax: (212) 991-6413
Email: info@theHDI.org

--

Ashley R. Brott
George Mason Univ. School of Law
J.D. Candidate, Class of 2008
(703) 244-0731