



Career Services Newsletter
July 27, 2007
Volume 3, Issue 17

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Career Related Events

Transatlantic Approaches to International Law, half-day conference being held at the Atlantic Council

Students and young professionals are invited to apply for a half-day conference being held at the Atlantic Council in Washington , D.C. , on Wednesday, August 1st. The conference will bring together young global leaders from across the U.S. for workshops, speakers, and discussions on whether and how the transatlantic community can work together to build effective international laws and institutions. Students will hear from top experts and then have the chance to weigh in with their own views.

Students will also have the opportunity to meet and exchange ideas with a diverse group of young leaders, equipping them with the knowledge, support and structure to implement these ideas in their neck of the woods.

Confirmed speakers at the summit include:

- Gillian Sorenson, Senior Advisor and National Advocate at the United Nations Foundation, and the Former Assistant Secretary General of the United Nations
- Betsy Andersen, Executive Director, American Society of International Law
- Frances Burwell, Director, Program on Transatlantic Relations, Atlantic Council of the United States
- Ashley Deeks, Attorney-Advisor, U.S. State Department

The summit is free of charge for young leaders selected to participate, including registration and meals.

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TO LEARN MORE AND APPLY, VISIT

WWW.AIDEMOCRACY.ORG/TRANSLAW.CFM

Nuclear Disarmament and Prospects for Peace Event, Peace Action New York State

Organization: [Peace Action New York State](#)

Phone: 646-723-1749

Host Organization: [Peace Action New York State](#)

Contact person: Melissa Van

Website: <http://www.panys.org>

Start date: August 5, 2007

End date: August 5, 2007

Last day to apply: August 5, 2007

Location: All Souls Unitarian Church, 1157 Lexington Ave (btwn 79 and 80 Streets), New York, New York, 10021, United States

Start time: 1:00pm

End time: 3:00pm

Language(s) spoken: English

Wheelchair Accessible: Yes

Posted on: July 19, 2007

Last updated: July 23, 2007

Description:

Commemorate the 62nd anniversary of the bombing of Hiroshima with speaker Bruce Gagnon, coordinator of the Global Network Against Weapons and Nuclear Power in Space and author of "Come Together Right Now: Organizing Stories from a Fading Empire."

Permalink: <http://www.idealists.org/en/event/99513-217>

New York Intern Networking Fiesta, Action Without Borders-Idealist.org

Organization: [Action Without Borders - Idealist.org](#)

Phone: 212-843-3973

Host Organization: [Idealist.org, YNPN - NYC](#)

Contact person: Brittany

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Website: <http://www.idealists.org>

Start date: August 1, 2007

End date: August 1, 2007

Last day to apply: August 1, 2007

Location: 15 E. 27th St (between 5th and Madison), New York, New York, 10016, United States

Start time: 6:00pm

End time: 8:00pm

Wheelchair Accessible: Yes

Posted on: July 19, 2007

Last updated: July 23, 2007

Description:

Summer internship drawing to an end? Looking for a way to build upon your experience for the future? Want to make more connections in the nonprofit sector?

Idealist.org and the Young Nonprofit Professionals Network (YNPN) invite you to join us on Wednesday, August 1st at the Prince George Ballroom for a networking event for interns and young professionals in nonprofit and public good careers.

The evening will consist of a guest speaker from YNPN to offer great networking tips, an opportunity to practice networking with other interns and nonprofit professionals in a casual, relaxed atmosphere, and delicious empanadas!

The space for this event has been generously donated by Common Ground Community. As one of the nation's largest developers of supportive housing, Common Ground builds permanent, affordable, and attractive homes for formerly homeless and low-income individuals, and provides social services on site.

This meeting is for:

NYC interns, young nonprofit professionals, anyone interested in working in public good

Organization Spotlight

Announcing: The Maryland Council for Dispute Resolution

The **MARYLAND COUNCIL FOR DISPUTE RESOLUTION**, (www.MCDR.org) a statewide organization devoted to professional growth of dispute resolution practitioners, is seeking a part-time administrative staff person

Summary: To provide logistic support to the board of directors of a non-profit organization, and to assist in accomplishing **MCDR's** mission: to promote the highest

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standards of quality and competence and to protect the integrity of dispute resolution in the state of Maryland through education, outreach, and certification of conflict resolution practitioners.

Essential Job Functions:

Handle routine correspondence as well as scheduled mailings including the newsletter and membership renewal notices.

Maintain the organization's calendar and library.

Manage the organization's database, make/delete entries to keep data accurate and current; generate reports as requested by the officers.

Develop action lists from Board and Committee minutes, in consultation with the chairs, and follow up with the appropriate people to promote timely progress on their assigned projects.

Produce Program Notices and other necessary materials, including publicity and posting to various list serves, for the organizations quarterly meetings.

Develop meeting agendas for the Membership, board of directors, and executive committee in cooperation with the secretary and appropriate chairs.

Provide support for the Certification Committee as requested by its chair with scheduling, location of Certification opportunities, and mailing.

Handle telephone inquiries, necessary copying and filing.

Knowledge, skills and abilities:

Skill in oral and written communication, and ability to interact with the organization's leadership and members in a professional/courteous manner.

Proficiency with computer software (Word, spread sheets, mail merge, etc.)

Ability to pay close attention to detail and to insure accurate work

Ability to work within a volunteer organization where officers and board members' time commitment can be variable.

Possess initiative, ability to work without constant supervision—self-starter.

Education and Experience: High school graduate and at least 3 years of administrative experience. Knowledge of dispute resolution practices, particularly mediation, is a plus.

Please send resume no later than **August 17, 2007** with your contact information, three current references, and letter of interest to:

Nancy Hirshman, chair, Hiring Committee, at nancyh_md@yahoo.com

Copy to Doug Brookman, MCDR President, at publicsolutions@earthlink.net. Or

Maryland Council for Dispute Resolution, 3 Church Circle, Annapolis, MD 21401-1933

Fellowships

World Learning- Democracy Fellow- Washington, D.C.

Region:United States of America

Location: Washington, D.C.

Description:

Democracy Fellowship - Elections and Political Processes Division (Washington, DC)

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Background

World Learning's Democracy Fellows Program (DFP), funded by the United States Agency for International Development (USAID), seeks a Democracy Fellow for the Election and Political Processes (EPP) Division of the Office of Democracy and Governance (DCHA/DG/EPP.) The EPP is responsible for technical leadership, field support and cadre development in the areas of supporting electoral administration bodies, voter education and elections monitoring activities, as well as supporting activities that strengthen the organizational capacity and professionalism of political parties so they can better represent constituencies and fulfill their functions in a democratic political system. The goals of USAID's political party assistance are to: develop and consolidate representative democracies; develop transparent political environments; establish viable democratic parties; and ensure conduct of free and fair elections.

Purpose:

The DCHA/DG office has long recognized the need to continually refine and improve on indicators to report on results in the field of democracy promotion. The EPP Division seeks a Democracy Fellow to serve as an evaluation, assessment and indicator specialist. The Fellowship will be designed to assist the Office and the Agency in refining DCHA/DG's methodology of evaluating, assessing and reporting on the results of programs implemented in the elections and political processes area. Evaluations, assessments and indicators will be based on current development thinking, past programming experience, current policy priorities, as well as the experiences of other donors, other USG actors, and USAID field missions. The Fellow will be expected to liaise closely with the DG Office's Strategic Operations Research Agenda implemented through the National Academy of Sciences.

Illustrative Tasks:

- * Assist in the development and refinement of indicators for success for EPP programs.
- * Design of an assessment methodology to evaluate and assess the results of elections and political processes programs.
- * Pilot the methodology, and conduct EPP evaluations and assessments in the field. Evaluations of programs in the field should lead to recommendations to improve program design.

The Democracy Fellow would be a member of the Election and Political Processes Division and would also take part in Division- and Office-wide assignments related to democracy and governance, including service as a Country Backstop for one or more countries. These duties call for a general knowledge of the country, its DG portfolio, key Mission and regional bureau staff as well as USG and non-USG counterparts and implementing partners.

Qualifications:

- * U.S. Citizenship;
- * M.A. or Ph.D. in Political Science, International Studies, Law or related field;
- * Minimum four years of international development experience;

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* 2-3 years of experience and/or specialized training in evaluation of development programs, and democracy and governance programs more specifically;

* 2-3 years of experience working in elections and political processes strongly preferred;

* Language/regional experience or field experience preferred, but not required. No particular region is emphasized in the job requirements but familiarity with working in the developing world is preferred;

* Immediate Availability - Fellowship duration is one year, with an option to extend for one year.

Application Deadline: August 3, 2007

Applications are available from our website at: <http://wlid.usaid.gov/apply.html>

Interested candidates should send a complete application to:

Democracy Fellowship - EPP

World Learning

1015 15th Street, NW, Suite 750

Washington, DC 20005

Fax: (202) 408-5397

Email: dfp.info@worldlearning.org

Internships

Internship Opportunities with Northern Virginia Mediation Service

The Northern Virginia Mediation Service (NVMS) has opportunities for students to perform credit-based internships for the Spring and Summer of 2007. Interns develop skills in mediation

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and conflict resolution, communication, client service, administration, case management, training design and delivery, marketing and non-profit management. Interns also have the opportunity to work closely with a dedicated group of staff, mediators, and trainers. The following internships are available beginning in September 2007:

Training Program Internships: Interns work with Training Program staff to support every aspect of NVMS training workshops, including policy development, workshop scheduling, the preparation of materials, administration, and logistics. Interns also will support the marketing and delivery of on-site training workshops.

Family Program Internships: Interns work with Family Mediation Program staff to support case and program management, including intake interviews, scheduling, mediator assignment, special projects, and policy development.

Community Program Internships: Interns work with the executive director to support the NVMS strategic planning initiative and coordinate the delivery of outreach and mediation services for all community disputes. Responsibilities include policy development, session scheduling, administration, and outreach.

Court Program Internships: Interns support Civil/Court Mediation Program staff with all aspects of NVMS court mediation programs in Arlington, Fairfax, and Loudoun Counties, including policy development, mediator scheduling, on-site coordination, and statistical reporting.

Marketing Internships: Interns perform market research, planning, and development to enhance non-profit training workshops, and family, civil, and community mediation. Interns will research, evaluate, analyze, develop and apply creative marketing skills to develop a series of outreach and marketing projects.

Requirements: All interns participate in an orientation session and perform a minimum of 160 hours of work to receive internship credit and benefits.

Benefits: Interns have the opportunity to participate in NVMS training workshops (see list at <http://www.nvms.us/schedule.htm> and include mediation, negotiation, and facilitation skills) offered during the internship period at no cost.

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Background: The Northern Virginia Mediation Service (NVMS) is a non-profit community dispute resolution center affiliated with the Institute for Conflict Analysis & Resolution at George Mason University (GMU). NVMS provides accessible and appropriate conflict education, prevention and resolution services from its offices and training center three blocks north of the Fairfax Campus of GMU. NVMS staff, interns and volunteers work together in a responsive, informal, and flexible work environment.

To apply, complete the Application at <http://www.nvms.us/forms.htm> and fax to 703.993.3551 or submit a resume to communitymediation@nvms.us

Interviews will be scheduled until internships are filled

Northern Virginia Mediation Service
4260 Chain Bridge Road, Suite A-2
Fairfax, VA 22030

Project Intern, U.S. Engagement with the Muslim World”, Search for Common Ground

The Project: Tensions between the United States and Muslim countries and communities have created a serious threat to international peace and security. While other Western countries share in this challenge, the U.S. has been the primary focus of hostility, and U.S. actions and statements have a disproportionate impact in the Muslim world. A long-term confrontation is not inevitable, but the risk is high unless U.S. leaders and the public understand and address key sources of growing tensions with Muslim communities worldwide.

This project seeks to reverse the downward spiral in U.S. relations with the global Muslim community by creating new strategies that represent the best thinking of American leaders, informed by in-depth dialogue with the public. Its objectives are to:

- ❖ Create a coherent, broad-based and bipartisan set of strategies to improve relations between the U.S. and the Muslim world;
- ❖ Communicate and advocate those strategies in ways that shift U.S. public opinion and contribute to changes in U.S. policies, and public and private actions.

By meeting these objectives, the project also aims to catalyze changes in Muslim public opinion and in the actions of Muslim governments and political movements. Through these reciprocal changes, the project will help to improve relations and enhance U.S. and international security.

The Position: Interns/Research Assistants will assist the project Directors and Senior Fellows in all aspects of developing and carrying out the project, including:

- Identifying potential project partners;
- Providing support in several areas:
 - Preparation (logistics, participant interviews, etc.) for meetings of the Leadership Group and of the public across the country;
 - Coordinating collaborative relations with related organizations;

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- Designing and implementing the public participation and media components of the project;
- Developing funding requests;
- Research related programs, people, etc.
- Project administration support (no more than 15% of the time)

Interested? If you are a graduate student, please send your resume with a cover letter to:
Sara Willi

Search for Common Ground – USA
1601 Connecticut Avenue NW, Suite 200
Washington, DC 20009-1035
Telephone: 202-777-2249
Email: swilli@sfcg.org

Internships at Witness for Peace, Washington, D.C.

Witness for Peace (WFP) is a grassroots, politically independent, nonprofit, human rights and economic justice organization dedicated to the principals of nonviolence. Our mission is to change those United States foreign and economic policies which contribute to poverty and oppression in Latin America and the Caribbean, and to promote just alternatives.

Since 1983, WFP has maintained a full time presence throughout Latin America and the Caribbean Basin: in Nicaragua, Mexico, and Colombia, establishing relationships with the popular, civil and religious sectors, hosting delegations, and documenting the effects of US foreign, military and economic policies. In the United States, WFP circulates the results of this documentation among its network of tens of thousands of grassroots activists in the form of books, reports, flyers, newsletters and action alerts. Witness for Peace mounts nationwide grassroots action and education campaigns, using its network to work to change US policy.

Internships are unpaid. Candidates will be involved in many aspects of WFP's operations, such as tracking legislation, writing analyses for action alerts and newsletters, communicating with representatives of collegial organizations and Congressional offices, and representing WFP in coalition meetings. The time commitment ranges between 20 to 30 hours weekly.

We are currently accepting applications for Fall internships

Areas of internship specialization:

*Grassroots organizing

*Delegation planning and support

*Development, fundraising, and grant-writing

How to apply:

Interested candidates may call 202.547.6112. A resume, cover letter, and a short writing sample

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should be sent by postal mail or e-mail to the address below. Be sure to clearly indicate which internship is being applied for.

Witness for Peace
Internship Program
3628 12th Street NE, 1st floor
Washington, D.C.20017
ken@witnessforpeace.org (subject line should indicate semester)

Witness for Peace is an equal opportunity employer. Women and minorities are strongly encouraged to apply.

Internship, InterAction - Humanitarian Policy and Practice Team, Protection & Refugee Affairs Unit

Internship Announcement

The Humanitarian Policy & Practice Team / Protection & Refugee Affairs Unit (HPPT/PRA) seeks an intern for Fall 2007. The intern will assist in research on issues related to protection of refugees and internally displaced persons (IDPs) and will assist with the preparation of related meetings and events. The HPPT/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 two years of undergraduate coursework and will preferably be working towards a graduate degree. Competitive applicants must have excellent written and spoken English skills. The intern must be able to work with minimum supervision and commit to a minimum of 20-30 hours per week.

Interested applicants should forward a resume and cover letter to Heather Powell at hpowell@interaction.org by Friday, 17 August 2007. Due to the volume of applications received, only short listed candidates will be contacted.

Fall 2007 Internships at the Institute for Multi-Track Diplomacy

The Institute for Multi-Track Diplomacy, a nonprofit organization devoted to conflict studies and peace building, is seeking candidates for its Fall 2007 intern positions.

Currently, interns are working on conflict resolution projects in Georgia, Kashmir, Nepal, Liberia, Niger Delta, Libya, Ethiopia, Somalia, Equatorial Guinea, Japan, Korea, China, and on the Global Peace Index. Projects range from training diplomats in conflict resolution skills in Montenegro and Tibet, to organizing dialogues between Japan and Korea, to developing workshops on conflict transformation and reconciliation in Kashmir.

IMTD is looking for someone with the ability to serve as a project manager for its peace building programs. Responsibilities include research, coordination of projects and securing project funds. The position is for 20-40 hours a week and is 90% substantive work on a specific project.

In addition, interns will have the opportunity to attend conferences and other events in the DC area. Several of our interns have had the opportunity to travel in the course of implementing our projects. Applicants should show a high level of aptitude and self-motivation, be graduate students, and have an interest in conflict analysis and resolution related to one or more of our areas of focus.

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To apply please send a resume and a cover letter to Erica at esewell@imtd.org

Jobs

Executive Secretary to the Director, Institute for Conflict Analysis and Resolution, Arlington VA

The Institute for Conflict Analysis and Resolution is seeking an Executive Secretary for the Director.

Primary duties will include administrative support to the Director, managing the Director's calendar, drafting correspondence, maintaining contact lists, managing files. Provide support to projects – coordinating meetings, travel, and project files. Provide administrative support to the Faculty and Advisory Boards, arranging meetings and taking minutes. Edit various publications, including newsletter, reports, and articles. Responsible for compiling articles for newsletter and oversight through publication and dispersal.

Research, program development and manage proposal proceedings, including drafting language in proposals, creating supporting charts and budget materials, and working with other offices to complete submission.. Provide office management responsibilities for ICAR facilities.

This position requires at least 4-5 years of experience in a full-time office position, preferably as an Executive or Administrative Assistant. Other requirements include: excellent verbal and written communication skills, good time management skills, editorial skills and an excellent command of the English language, grammar, punctuation and spelling, proficiency in Word, Excel, and Power Point. A B.S. degree is preferred along with the ability to work independently and efficiently.

Applicants should apply online at <http://jobs.gmu.edu> to position # 01911z and attach a letter of interest and a resume.

Associate Director, Center on Sentencing and Corrections, Vera Institute of Justice, Inc., New York, New York

Education: Master (MA, MSW, etc.)

Location: New York, New York, 10279, United States

Posted by: [Vera Institute of Justice, Inc.](#)

Job Category: Project management, Public Policy

Language(s): English

Type: Full time

Job posted on: July 20, 2007

Last day to apply: September 18, 2007

Area of Focus: Crime, Safety, and Victims' Issues

Last updated: July 23, 2007

Description:

JOB POSTING Start Date Immediate

Associate Director, Center on Sentencing and Corrections

Description:

The Vera Institute of Justice, a private nonprofit organization, works closely with leaders in government and civil society to improve the services people rely on for safety and justice. Vera's Center on Sentencing and Corrections (CSC) provides non-partisan support to government officials and criminal justice professionals charged with addressing their jurisdiction's sentencing and corrections policy. By providing an integrated mix of research, technical assistance, and planning services, CSC is uniquely positioned to enhance rational decision making, improve processes, support system reforms, and develop cost-effective strategies for protecting public safety.

Vera's Center on Sentencing and Corrections seeks a well-qualified associate director to assume a leadership role in the management of its work

Responsibilities:

The associate director will work closely with the director of CSC to oversee all programmatic aspects of the center's portfolio and work in close collaboration with the center's director of research. The primary responsibilities of the associate director are to:

- work closely with the director in creating, maintaining and advancing a strategic framework for the center's work;
- work closely with the director to establish clear and consistent modes of communication, both internally among staff, and externally with the center's key partners and constituencies;
- devise, manage, and coordinate assistance to program clients and participants, including intensive on-site assistance in the field;
- develop and maintain relationships with CSC peer counselors, clients, and funders;
- develop, research, and write program materials, including publications and briefing and research memoranda;
- manage and design multi-jurisdictional and national meetings and conferences on current issues

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in sentencing and corrections;

- undertake grant writing and program development;
- monitor national and local criminal justice trends to contextualize the work of the center and identify opportunities for programmatic growth;
- represent the program in public speaking engagements and professional meetings; and
- assist on other projects as assigned.

Qualifications:

Candidates must possess the following:

- A law or advanced academic degree with at least eight years work experience, in law, political science, criminal justice, criminology or public policy;
- A demonstrated interest in or knowledge of policy development, government, or criminal justice;
- The ability to manage work on multiple projects effectively and efficiently;
- The capacity to analyze and interpret statistical data;
- An absolute commitment to a collegial workplace
- Willingness to travel outside of New York City frequently, sometimes for lengthy periods of time.

Strong interpersonal and communication skills, public speaking ability, and research and writing skills are requisite. Must be comfortable facilitating meetings of senior policymakers. Ideal candidate will be equally adept at working independently and with a team.

Salary: Commensurate with experience, excellent benefits

To apply for this position send a cover letter and résumé to (no phone calls please):

Vera Institute of Justice
CSC Associate Director
233 Broadway, 12th Floor
New York, N.Y. 10279
FAX: (212) 941-9407
Email: job.AD.CSC.0707@vera.org

Only applicants selected for interviews will be contacted.

For more information about us, visit our web site: www.vera.org/ssc

The Vera Institute of Justice is an Equal Opportunity Employer

How to Apply:

To apply for this position send a cover letter and résumé to (no phone calls please):

Vera Institute of Justice
CSC Associate Director
233 Broadway, 12th Floor
New York, N.Y. 10279

FAX: (212) 941-9407

Email: job.AD.CSC.0707@vera.org

Only applicants selected for interviews will be contacted.

For more information about us, visit our web site: www.vera.org/ssc

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Permalink: <http://www.idealists.org/en/job/232232-162>

Deputy Director, Prevent Child Abuse California

Education: Master (MA, MSW, etc.)

Location: North Highlands, California, 95660, United States

Posted by: [Child Abuse Prevention Council of Sacramento, Inc.](#)

Job Category: Administration, Advocacy,

Fundraising & Development, Grants

administration, Management

Salary: \$60,000 + DOE

Last day to apply: September 18, 2007

Last updated: July 23, 2007

Type: Full time

Language(s): English

Job posted on: July 20, 2007

Area of Focus: Children and Youth

Description:

The PCA CA Deputy Director is responsible for the leadership, operation and effectiveness of all PCA CA programs, legislative affairs, and training activities. The PCA CA Deputy Director is responsible for leading PCA CA's outreach and advocacy efforts and assisting other agencies and organizations in designing and implementing child prevention programs and trainings. The PCA CA Deputy Director actively participates in the CAP Center Executive Management Team. Essential duties and responsibilities include:

PCA CA Program, Legislative and Training Management

Provide general development and oversight for Prevent Child Abuse California that includes programs, trainings, legislative affairs and events. Evaluate the appropriateness and effectiveness of PCA CA programs and contracts to ensure that PCA CA strategies reflect current trends, best practices, and opportunities for program development and comply with contract requirements. Provide fiscal development and oversight of Prevent Child Abuse California budgets. Develop and manage all facets of Prevent Child Abuse program, legislative and training activities. Establish operating procedures and decide on all matters of administrative and supervisory detail in connection with the operation and maintenance of Prevent Child Abuse California programs and staff in their assignments and duties. Ensure completion of progress reports in order to meet contractual program requirements. Conduct ongoing grant review and research and provide information for grants as needed. Recruit, develop, supervise and evaluate all direct staff.

Special Projects

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Direct the development of a statewide primary prevention and public education campaign, which includes seeking and securing funding support, the creation and management of statewide events, development of focus groups and surveys and conducting research and data analysis to support the campaign. Serve as a member in good standing of the State Child Death Review Council and all subcommittees in order to develop and implement statewide child death prevention strategies. Ensure statewide visibility and advocacy with other child abuse prevention-related agencies and California communities to provide an ongoing forum for coordinating and problem solving to advance the mission of eradicating child abuse. Oversee the development, launch and monitoring of the PCA CA website. Provide support to a statewide consortium of Child Abuse Prevention Council Executive Directors and staff. Serve as the PCA America liaison and ensure that all PCA America chapter requirements are met. Coordinate and oversee events and campaigns including but not limited to Kids Day, Shaken Baby Syndrome, and It Only Takes a Minute.

Additional Qualifications:

Ten years of experience working in social service programs, training and/or legislative/public policy. Minimum of five years experience working in the public policy/legislative field. Three years of experience in a senior management or leadership role is required. Master's degree required. Experience facilitating and directing committees, event planning, writing and managing grants, developing and managing budgets, Experience working with AmeriCorps programs desired. Demonstrated political sophistication and sensitivity to diverse interests. Ability to build and nurture collaborations and encourage effective partnerships. Strong leadership skills to motivate and inspire community, staff and volunteers. Working knowledge of the child abuse prevention field, policies, programs and integrated service delivery systems. Knowledge of social services system including protective service programs and procedures. Knowledge of government functioning and legislative processes. Operational knowledge of integrated service delivery systems. Must possess a valid California Drivers License, a reliable automobile, auto insurance, and clean DMV record. Must pass a criminal background clearance.

How to Apply:

Cover letter, resumes and salary requirements to:

The Child Abuse Prevention Center

Attn: Human Resources

4700 Roseville Road

North Highlands, CA 95660

Fax: 916-244-1950

E-mail: mchoy@thecapcenter.org

Permalink: <http://www.idealists.org/en/job/232343-262>

Senior Faculty Member Positions, Defense Intelligence Agency

Vacancy Announcement

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.

<https://diajobs.dia.mil/>

H07-016532-03-VNM
Vacancy Announcement Number:
Senior Faculty Member
Position:
Open All Sources
Area of Consideration:

24-JUL-07
Opening Date:
1
Number of Positions Available:
WASHINGTON, D.C.
Location:
Permanent
Type of Appointment:
Veronica Mason 202-231-8228
Contact Information:

14-AUG-07
Closing Date:
GG-1710-14
Pay Plan/Series/Grade:
From \$93822 to \$121967 annually
Salary Range:
Full Time
Work Schedule:

Who Can Apply?

All applicants must be U.S. citizens and are subject to a thorough background inquiry.

Position Summary:

Incumbent serves as a faculty member in the National Defense Intelligence College. The incumbent develops new curricula on topics based on broad instructional objectives-including identifying, defining, and developing specific topics of instruction and developing student evaluation material. Maintains currency and effectiveness of curriculum based on a variety of inputs including, but not limited to student critiques, peer evaluations, and current events. Reviews intelligence and open-source publications for up-to-date information and incorporates into courses. Maintains contact with subject matter specialists in DIA's current Agency elements, intelligence directorate, and, as necessary other Agency elements, intelligence community agencies, Federal agencies, academia and private industry. In addition the incumbent is responsible for: teaching three courses per quarter in social analysis and the spectrum of conflict with primary responsibility for developing and delivering courses that focus on social theory and analysis, culture, ideology, religion, extremism, and demographics as shapers of societal structures, normally, all faculty are required to teach at least two core courses in addition to specialized electives in their area of expertise; maintaining a rigorous research and publication stream on social analyses of state and non-state actors and their

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

potential for conflict in the dynamic global and/or regional environment in support of the College's research mission; contributing to the College's international engagement and academic outreach activities; preparing military and Department of Defense civilian personnel for command, staff, and policy-making positions related to intelligence at national, theater, and tactical levels during peacetime, crisis, and armed conflict; serving as committee chair or reader for six graduate thesis students per academic year; undertake and disseminate intelligence research that contributes to the educational and professional career development of military and Federal civilian personnel who are pursuing careers in intelligence; contribute to the expansion of degree-program offerings, international programs, research and academic outreach to Federal, public, and private colleges and universities; cooperate with other Intelligence Community and Department of Defense educational entities and make significant contributions to the College's success by contributing to its expanding mission and increasing enrollment.

Qualifications Requirements:

Applicants will be assessed against specific position-related assessment factors which are directly related to the position being filled and are essential for successful job performance.

The National Defense Intelligence College, in accordance with its DoD Instruction 3305.01, maintains accreditation with the Middle States Commission on Higher Education. As a regionally accredited educational institution, all faculty must possess a Masters Degree and/or PhD in a field related to this position. Please disregard below qualification standard which is system generated, and not applicable to NDIC faculty positions.

BASIC REQUIREMENTS FOR TEACHING POSITIONS

A. Applicants must show successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree that included or was supplemented by supervised student teaching, and at least one course in each of the following areas: general psychology, human development, history and/or philosophy of education, and teaching methods at the learning level of the position to be filled, i.e., elementary or secondary learning level. For secondary school teaching positions, applicants must also have had at least 24 semester/36 quarter hours (or the equivalent) of course work in each of the principal fields of instruction.

OR

B. Combination of education and experience----Applicants who have completed a fully four-year course of study in an accredited college or university leading to a bachelor's degree but who do not meet the specific course requirements shown above meet minimum qualification requirements if they have completed at least one (1) full academic year of professional teaching experience at the elementary or secondary school level as appropriate to the position to be filled. Professional teaching experience is defined as full and primary responsibility for the instruction of assigned students under general supervision in a recognized or accredited school or institution. This includes responsibility for preparation and presentation of lessons and the evaluation of students' progress throughout the learning period, including a

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determination of the student's success or failure according to established criteria.

OR

C. Combination of education and National Teacher Examination (NTE) scores----Applicants who have completed a full four-year course of study in an accredited college or university leading to a bachelor's degree but who do not meet the specific course requirements shown above meet minimum qualification requirements if they have obtained a score of 660 in each of the NTE core examinations and any specialty area examinations appropriate to the position to be filled.

NOTE: For special education teaching positions, applicants must meet the degree and course requirements as shown in paragraph A above and, in addition, must have had at least 24 semester/36 quarter hours (or the equivalent) of course work in special education that included at least one course covering the teaching of exceptional students and courses in the appropriate field(s) of specialization.

BASIC REQUIREMENTS FOR SCHOOL ADMINISTRATION POSITIONS

A. Applicants must show successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree that was supplemented by professional teaching or staff experience at the elementary or secondary levels that demonstrated thorough knowledge of the operation of educational programs at the elementary or secondary levels, and completion of at least one semester or the equivalent of graduate-level course work in school administration or school management, and/or curriculum development.

OR

B. Possession of a permanent license or certificate for school administrator (either elementary or secondary) issued by a State, the District of Columbia, or one of the territories or possessions of the United States.

ADDITIONAL EXPERIENCE REQUIREMENTS

In addition to meeting the basic entry qualification requirements, applicants must have experience that demonstrates possession of the broad range and depth of knowledge, skills, and abilities required for the occupation or specialty at or equivalent to the next lower grade.

Mandatory Position-Related Assessment Factors:

1. Experience teaching Social and Cultural Analysis as basis for understanding the nature & propensities for conflict which can take the form of terrorism, insurgency, & counterinsurgency, & conventional war in the context of strategic intelligence.

2. Knowledge of adult learning principles, techniques and strategies.

3. Knowledge of teaching techniques, needs assessment, courseware development, and student evaluation methods.

4. Strong verbal and written communication skills in order to effectively convey ideas, concepts, and principles in an adult learning environment.

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5. Demonstrated experience in applying organizational transformation skills and previous involvement with learning outcomes assessment as they relate to regional accreditation.

Highly Desired Assessment Factors:

1. A Ph.D in the social sciences, anthropology, sociology, economics, or related field.

2. Demonstrated experience in a record of academic research and publication in globalization, political, social, religious and/or cultural identity as it relates to conflict.

NOTE: DIA positions are in the Excepted Service under 10 USC 1601 appointment authority. All candidates must be U.S. citizens and are subject to a thorough background inquiry and any required medical examinations. All applicants conditionally selected for this position and all DIA employees are subject to initial and aperiodic counterintelligence-scope polygraph tests. All applicants conditionally selected for this position will be required to submit, prior to appointment, to urinalysis, to screen for illegal drugs. Employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. All civilian employees are required to participate in the DoD Direct Deposit/Electronic Fund Transfer of Pay Program. All candidates will be considered without regard to race, color, religion, sex, national origin, age, marital status, disability, or sexual orientation. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions are encouraged to apply.

Classification: UNCLASSIFIED

Director of Development, Center of Concern, Washington DC

The Center of Concern, a Catholic think tank promoting global justice and peace since 1971, seeks an ambitious, diligent, ethical, and innovative professional fundraiser with at least 3-5 years of fund-raising and development experience. He/she will be a goal oriented, strategic thinker and team player who is passionate and dedicated to the Center's full mission and vision.

Requirements: The successful candidate will have at least 3-5 years of experience in fund raising and development for a non-profit, charitable organization. Experience and success in cultivating and soliciting major gifts and knowledge and expertise in planned giving is a plus. A Bachelor's degree is required, and the candidate should have advanced computer literacy that includes knowledge of standard PC software and dedicated fundraising database programs. He/she will be expected to:

- Develop and implement a solicitation plan with targeted revenue goals and strategies to identify

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and solicit funds from current and new donors,

- Manage a portfolio of prospects as well as cultivate existing major donors to expand the donor base and oversee the implementation of a major gifts campaign including donor recognition,
- Design and improve detailed cultivation and solicitation strategies, approaches, messages, communications instruments, and other support systems to facilitate development and fundraising efforts, and
- Serve as staff liaison with the Board of Directors and participate in Board fundraising efforts.

Specific Fundraising Activities -

- Major Gifts – Identify, cultivate, and solicit donors capable of gifts at the \$5,000 and above level in support of the Center of Concern’s strategic priorities.
- Direct Mail – draft, design, and produce all direct mail materials for donor and acquisition mailings.
- Planned Giving – develop a Planned Giving Program.
- Development Systems – responsible for receiving, recording, and acknowledging in a timely manner all charitable contributions made to the Center of Concern.

Other -

- Special Events – The director will be expected to help out with any special events as needed.
- Travel will generally not be required.

Compensation – competitive salary commensurate with experience, full health and dental insurance, retirement plan (401-K)

For information about the Center of Concern: www.coc.org

Please send resume and cover letter to
Ms. Betsy Chiles
Development Director Search Process
Center of Concern
1225 Otis St., NE
Washington, DC 20017

or via e-mail to bchiles@coc.org.

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Washington, DC 20017

bchiles@coc.org
<http://www.coc.org>

Post-Conflict Justice for the Poor Program Coordinator, The World Bank Group, Sierra Leone

[The World Bank Group](#)

Location: Sierra Leone (Freetown, with frequent travel to project sites)

Closing date: 03 Aug 2007

Job Description

The World Bank in Sierra Leone is currently supporting a research and development program under the auspices of its Justice for the Poor (J4P) Program. The J4P program, a global research and development program aimed at informing, designing, and supporting pro-poor approaches to justice reform, has teamed up with the Understanding Processes of Change in Local Governance (LG) study in Sierra Leone to form an integrated research agenda on local-level justice and governance. J4P/LG's key objectives are to: a) enhance the understanding of how governance and justice systems function at a local level, and how individuals and communities navigate those systems in order to resolve disputes and to make claims to (or against) state- or non-state authorities; b) inform the evaluation of existing interventions; c) inform operations in the areas of governance and justice; and d) build the capacity of a local partner institution and a team of local researchers to design and implement high-quality research, to disseminate findings, and to use such findings to inform ongoing policy reform. The project has recently concluded its first phase of field research, focused on (a) disputes related to land and natural resource management, and (b) claims or grievances involving local authorities.

In its next stage, J4P will add an additional 'post-conflict' focus to the existing program in Sierra Leone, which aims to (i) develop an understanding of how the 'post-conflict' nature of the country context informs and/or affects the different issues the J4P/LG program is trying to grapple with, and (ii) inform interventions that are specifically trying to address and/or engage with these issues.

International efforts to support peace and development efforts in post-conflict countries have tended to focus on security, disarmament, infrastructure and strengthening the institutions of state. Support for rule of law initiatives in post-conflict settings has primarily focused on externally-engineered transitional justice mechanisms such as international tribunals and truth commissions. Arguably, these activities have often failed to sufficiently take into account local and national contexts and priorities. Rule of law efforts often run parallel to existing local and national level governance and dispute resolution mechanisms. A recent desk review undertaken by the World Bank's Social Development Unit (SDV) has identified key lessons and provided a tour d'horizon of common operational initiatives and policy approaches adopted by international agencies and institutions involved in the area of rule of law reform in fragile or post-conflict countries. The proposed activities will build on those findings, by starting with a country-specific analysis of such international efforts and the ways in which transitional justice mechanisms might or might not be linked with the existing informal, local and national justice systems, and whether and how a greater linkage might improve the relevance and positive impact of transitional justice mechanisms. At the same time, the program aims to move beyond looking at traditional transitional justice mechanisms by focusing on the after-effects of conflict on justice and governance issues more generally – i.e., on the disputes and grievances people face and the ways they manage and resolve them. The project may focus particularly on disputes and grievances that either contributed to the conflict or resulted from it.

Duties and Responsibilities:

The role of coordinator will be to lead the post-conflict aspect of the J4P program in close coordination with the J4P/Local Governance (J4P/LG) Coordinator to carry out the research in selected areas in Sierra Leone.

In particular, the coordinator will be responsible for the following tasks:

-Coordinate the design of the post-conflict research program and manage its efficient and effective implementation at the country level;

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- In conjunction with the J4P/LG Coordinator and local partners, provide on-the-job training and guidance to the research team, including preparing training materials, conducting training modules (both classroom and field-based), developing research tools, and closely monitoring and providing constructive feedback on individual skills and methods;
- Undertake field trips along with research team members: participate in field work, oversee the implementation of research methodologies by research team members, and provide ongoing feedback on researcher performance;
- Manage the overall collection of research data, using a variety of qualitative and quantitative instruments; analyze findings; and organize and maintain program information and documentation;
- Closely monitor planned and ongoing efforts by governmental and non-governmental actors working on justice and governance in Sierra Leone, in order to ensure research data are relevant and helpful, and that such actors are familiar with the J4P/PC research;
- Based on the outcome of the research, prepare project summaries, updates and reports in coordination with the local research team, the Bank country team, and HQ staff; and
- Develop and implement a strategy for disseminating research results.

More generally, the coordinator will:

- Work closely with J4P/LG Program Coordinator in the field to ensure the two programs are complementary and mutually-informative, to ensure the operational relevance of the research program, and to provide guidance on policy reforms;
- Develop and maintain functional partnerships with key stakeholders - government (different sectors, at different levels), donors, multi-lateral agencies, NGOs, CSOs, CBOs, private sector, etc. - working on post-conflict justice reform in Sierra Leone;
- Assist the J4P/LG Program Coordinator in managing the day to day organization of the J4P work in Sierra Leone; and
- Act as an initial contact person for internal and external people interested in the post-conflict research in Sierra Leone.

This assignment will require full-time residence in Freetown, along with frequent and extended stays in remote and resource-poor environments elsewhere in Sierra Leone, where living conditions may be basic and difficult.

Selection Criteria:

The ideal candidate will possess:

- Advanced degree in law, anthropology, sociology, or a related field.
- A minimum of five years of extensive working experience in the area of design, project management, capacity building and implementation of justice reform processes and qualitative field research in a developing country context.
- Solid experience with community-based justice or governance systems.
- Proven skills in training, mentoring, capacity building, team management, and working with local partners in a supportive and constructive manner.
- Demonstrated publication-level writing experience.
- Capacity to work simultaneously on a variety of issues and tasks, independently adjusting to priorities and achieving results with agreed objectives and deadlines.
- Strong interpersonal and communication skills, and proven ability to work with diverse groups and to facilitate dialogue;
- Fluency in written and spoken English. Knowledge of a local language will be advantageous.

Vacancies Contact

<http://web.worldbank.org/external/default/main?pagePK=64273552&piPK=64778866&theSitePK=1058433&JobNo=071086&order=descending&sortBy=job-req-num&location=ALL&menuPK=64778834>

Reference Code: RW_75AKY3-64

Multiple Positions, United States Institute of Peace

Human Resources is currently recruiting for the positions listed

- > below. Staff members who would like to be considered are encouraged
- > to submit a resume and cover letter to Human Resources. Also, if
- > you know of any qualified candidates please have them follow the
- > application instructions on our website.
- > Program Officer - 1 Year Term
- > Program Officer/Research Associate
- > 200701
- > Major Gifts Officer
- > Director, Economics & Conflict
- > Program Officer
- > Writer/Editor
- > Program Officer (Afghanistan) - 1 Year Term
- > Program Officer
- > Program Specialist (Iraq) - 1 Year Term
- > For further details please see the job vacancy announcement located
- > on our website (<http://www.usip.org/jobs>).

Program Coordinator, Int'l Development PhD Program at Columbia University, New York

Salary: Competitive with excellent benefits and vacation package

Education: Bachelor (BA, BS, etc.)

Location: New York, New York, 10027, United States

Posted by: Initiative for Policy Dialogue

Job Category: Administration, Editing & Writing, Education & Training, Fundraising & Development, Grants administration, Project management, Public Policy

Language(s): English

Job posted on: July 24, 2007

Area of Focus: Economic Development, Education and Academia, International Cooperation, International Relations, Microcredit, Poverty and Hunger, Social Enterprise and Economic Development

Type: Full time

Last day to apply: August 7, 2007

Last updated: July 25, 2007

Description:

The Program Coordinator administers an interdisciplinary Ph.D. program in globalization and development based at Columbia University's Institute for Social and Economic Research and Policy (ISERP). The Coordinator oversees all day-to-day aspects of the program's operation, including curriculum development, budget management, financial reporting, and liaising with students, doctoral departments, members of Columbia University's administration, and the program's grantor. The Coordinator will write grant proposals and reports, brochures and all other materials associated with the program and is responsible for organizing courses, lectures, and conferences related to globalization and development issues for participating students, faculty and visitors. S/he will also update and maintain the program's website, and manage recruitment efforts for the program.

Additional Qualifications:

Bachelor's degree or equivalent required; advanced degree desirable. Must have a minimum of two years related experience, preferably in a setting of higher education. Excellent interpersonal, organizational, and written and oral communication skills. Prior experience with program development and implementation, and financial and grant administration highly desirable. Should possess a strong interest in globalization, development, and the social sciences. Experience with international organizations and experience abroad a plus. Excellent computer skills essential, especially spreadsheets and Powerpoint.

How to Apply:

Submit cover letter and resume at Columbia Website:

<https://jobs.columbia.edu/applicants/Central?quickFind=106412>

Permalink: <http://www.idealists.org/en/job/232874-311>

Education Advocacy Associate, New York Immigration Coalition

Salary: Commensurate with experience with competitive benefits package.

Education: Bachelor (BA, BS, etc.)

Location: New York, New York, 10001, United States

Posted by: [The New York Immigration Coalition](#)

Job Category: Activism & Organizing, Editing & Writing, Public Policy, Public relations

Language(s): Cantonese, English, Korean, Russian, Spanish

Job posted on: July 25, 2007

Area of Focus: Education and Academia,

Type: Full time

Last day to apply: August 3, 2007

Last updated: July 25, 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.

Immigration, Network of Nonprofit Organizations

Description:

The New York Immigration Coalition (NYIC) is an umbrella policy and advocacy organization for more than 200 groups in New York State that works for justice and opportunity for immigrants and refugees. The NYIC successfully brings together multi-ethnic, multi-racial, and multi-sector constituencies to pursue a common agenda. That agenda includes: improving immigrants' access to quality health care, education and safe and affordable housing; combating discrimination and ensuring civil rights and workplace protections; advocating for equitable immigration policies; encouraging immigrants' civic and electoral participation; and educating both newcomer communities and the public at large about immigrant issues.

For over a decade, the NYIC has been working to improve the quality of education for New York's English language learner (ELL) and immigrant student population, through two primary vehicles: the EMPIRE (Equity Monitoring Project for Immigrant and Refugee Education) Collaborative and the Immigrant and ELL Education Taskforce. The EMPIRE Collaborative and the Education Taskforce bring together a collective of education and immigrant organizations to monitor school conditions and advocate for strengthened rights and increased opportunities of immigrant, refugee and ELL students.

POSITION: Education Advocacy Associate (Full-Time).

RESPONSIBILITIES:

- Assist in coordinating the NYIC's advocacy work on public school reform issues: a comprehensive agenda of local, state, and federal issues to improve educational opportunities and outcomes for all students, particularly immigrant and ELL students.
- Help coordinate the EMPIRE Collaborative and the ELL Education Taskforce, including: administrative duties related to record keeping of re-grants to community partners; coordination of meetings and conference calls, and provide organizations ongoing support for outreach, advocacy, project planning, and media relations.
- Assist in organizing press conferences, public forums, rallies, letter/phone blitzes, and other advocacy events/activities.
- Conduct policy analysis on a range of immigrant and education issues, and develop materials for use in education, outreach, and advocacy, as well as track developments and write policy briefs, fact sheets, testimonies and media materials.
- Conduct community education workshops for immigrant parents and make presentations representing the NYIC at meetings, workshops and conferences.
- Assist in coordinating government relations efforts including attending meetings and writing letters.
- Monitor media coverage and conduct outreach to journalists on education issues.
- Assist in writing quarterly funding reports on activities relevant to education work.
- Contribute to other organizational projects as necessary.

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.

QUALIFICATIONS: Undergraduate degree required, master's degree preferred. Minimum two years experience in nonprofits, public policy, advocacy, or organizing required. Excellent writing, analytical, public speaking, and meeting facilitation skills. Highly organized with a demonstrated ability to prioritize and handle multiple, complex tasks. Familiarity with New York's immigrant communities and with the New York school system, highly desirable. Demonstrated interest in social justice issues. Ability to work cooperatively with diverse staff and community partners. Excellent computer skills. Bi/multilingual ability preferred.

How to Apply:

DEADLINE: APPLY IMMEDIATELY, BUT NO LATER THAN FRIDAY, AUGUST 3, 2007. Only those offered interviews will be contacted.

TO APPLY: NO PHONE CALLS, PLEASE. EMAIL OR FAX RESUME, COVER LETTER AND SALARY HISTORY TO:

137 W. 25th Street, 12th Floor

New York, NY 10001

FAX: (212) 627-9314

davitia@thenyic.org

Permalink: <http://www.idealists.org/en/job/232975-8>

Interventions Project Specialist, International Justice Mission, Washington D.C.

Salary: IJM offers competitive salaries with excellent benefits

Education: Master (MA, MSW, etc.)

Location: Washington, District of Columbia, 20037, United States

Posted by: [International Justice Mission](#)

Job Category: Grants administration, Project management

Language(s): English

Job posted on: July 24, 2007

Area of Focus: Human Rights and Civil Liberties, Law and Legal Assistance, Religion, Spiritual, and Metaphysical Issues, Women's Issues

Type: Full time

Last day to apply: September 22, 2007

Last updated: July 25, 2007

Description:

To view the complete job description, please visit the "Careers with IJM" section of our website:

www.ijm.org

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

The Mission

The mission of International Justice Mission is to protect people from violent forces of injustice by securing rescue and restoration for victims and ensuring public justice systems work for the poor.

The Need

International Justice Mission (IJM) is seeking a qualified and energetic professional to provide expertise in the area of project design, monitoring and evaluation for the Interventions Department. The successful candidate will be experienced in project design, monitoring and evaluating field office projects, managing a departmental budget and designing trainings on various topics.

Responsibilities

- Assist IJM's field offices in project design:
 - Consult with IJM's field offices on new and existing project designs;
 - Support the VP of Interventions in making strategic decisions about the design, budget, and staffing of proposals as they relate to IJM's organizational goals and priorities and the office's ability to implement the proposal;
 - Conduct feedback sessions with field offices after proposals are reviewed and disseminate best practices and lessons learned;
- Facilitate monitoring and evaluation for IJM's existing projects:
 - Manage department statistics and case information in order to provide data to internal and external parties upon request;
 - Coordinate with IJM Headquarters and IJM field offices on conducting evaluations at the conclusion of projects;
 - Ensure that findings of evaluations are incorporated into new projects;
- Monitor the Interventions Department budget:
 - Provide monthly analysis to the VP of Interventions on spending patterns and budget variances;
 - Collaborate with IJM's Executive and Finance Departments on the annual budgeting process and guide IJM's Interventions Department including all field offices through the budgeting process;
- Provide training for IJM's Interventions Department and field office directors
 - Develop a standardized curriculum for all trainings; areas include but are not limited to: project design, project management, monitoring, evaluation, and new field director deployment training;
 - Organize and facilitate an annual international legal training for IJM's lawyers and advocates; and
 - Assist in developing and updating department policies, procedures, and best practices and coordinate implementation; and
- Perform other duties as assigned.

Additional Qualifications:

Required Skills and Experience

- Masters degree in International Relations, International Development or another related field;

- Minimum of 3 years experience in designing, monitoring and evaluating international development programs;
- Experience managing complex program budgets;
- Exceptional ability in written and oral communications; and
- High level of proficiency with Microsoft Office applications.

Critical Qualities

- Passionate commitment to IJM's core values;
- High attention to detail;
- Strong, developed leadership skills;
- Professional demeanor and written and oral communications;
- Effective as a team player;
- Self-starter with strong initiative;
- Proactive, creative problem-solver; and
- Flexible and productive under pressure.

Travel Required

- One or two international trips per year.

Organization Information

- Competitive salary, with medical, dental and retirement benefits;
- Position reports directly to the Vice President of Interventions; and
- Applications accepted until the position is filled.

How to Apply:

To view the complete job description and for application instructions, please visit the Careers with IJM section of our website - www.ijm.org.

Permalink: <http://www.idealists.org/en/job/232879-144>

Assistant Program Officer, Mercy Corps, Cambridge MA

Education: Bachelor (BA, BS, etc.)

Location: Cambridge, Massachusetts, 02138, United States

Posted by: [Mercy Corps](#)

Job Category: Administration

Language(s): English

Type: Full time

Job posted on: July 19, 2007

Last day to apply: August 30, 2007

Area of Focus: Peace, War, and Conflict

Last updated: July 20, 2007

Resolution

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.

Description:

Mercy Corps

Assistant Program Officer – Cambridge, MA

Please apply to our jobs board: www.mercycorps.org/aboutus/jobs

PROGRAM/DEPARTMENT SUMMARY:

A key goal for Mercy Corps is to be a leader in the field of conflict management and negotiation. The Mercy Corps Conflict Management Group is an inter-departmental group that delivers a range of training and technical assistance services to both internal and external clients around the world. The team works directly with Mercy Corps country offices and local partners in the government, private and non-profit sectors in more than 30 countries. Based on the methodologies and tools first developed by Roger Fisher, we provide training and technical advice in negotiation and conflict resolution to hundreds of these leaders every year. In addition, many of our community-based programs incorporate these same principals and practices, resulting in peaceful resolution to conflicts and enabling the process of social and economic development to proceed.

GENERAL POSITION SUMMARY:

The Assistant Program Officer (APO) supports the inter-departmental team in the delivery of technical assistance and training and will work closely with Senior Program Officers and Managers. S/he will be an essential team-member in the organization of conference and workshop events and will be the point of contact for all aspects of event and participant management. In addition, the APO will ensure that all preparatory materials and communications have been completed prior to the events. S/he will create an information management system for all conflict management education and training materials and maintain a consultant database.

ESSENTIAL JOB FUNCTIONS:

Administrative and Operational Support

Proactively lead logistical support for training events in Cambridge and international locations for staff, training participants and consultants.

Maintain and update active and pending grants and contract information (including electronic and hardcopy filing) and track and alert team of reporting requirements and deadlines.

Understand donor, client and Mercy Corps policies, procedures, and rules and regulations to assist in monitoring and compliance.

Work with the team to write, edit, assemble and ensure timely submission of internal and external reports.

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.

Manage volunteers and interns with an emphasis on excellence and achievement; encourage a team culture of learning, creativity and innovation.

Communication

Assist in tracking, managing, and responding to internal and external correspondence and requests within 48 hours.

Communicate with the finance department to ensure budgets are managed and the accounts receivable are billed in a timely manner.

Program Implementation and Development

Organize and manage the logistics of training and workshop events.

Create and maintain a consultant database and track the availability of key consultants.

Prepare training and workshop materials; ensure they are delivered on time to the event.

Assist program staff in writing, editing, assembling, and submitting final funding proposals.

Organize and maintain a detailed information management system for all conflict management materials, including taking inventory of education and training materials, creating a filing system, interacting with the key users to ensure that all materials are readily accessible and up-to-date.

Organizational Learning

As part of the performance planning process, commit to professional development activities.

Contribute to agency wide learning by participating in learning activities such as evaluations, case studies, and after action reviews.

SUPERVISORY RESPONSIBILITY:

Interns and/or volunteers in the Cambridge office

REPORTS DIRECTLY TO:

Senior Program Officer

WORKS DIRECTLY WITH:

Program Officers, Program Managers, and Finance Officers

KNOWLEDGE AND EXPERIENCE:

BA/S or equivalent in International Development, International Relations, Conflict Negotiation or related field required.

Minimum one year of professional experience with a domestic or international non-profit organization required (preferably in the area of international relief and development).

Demonstrated proficiency with MS Office applications (Excel, PowerPoint, and Word)

Proficiency in a foreign language and/or overseas experience preferred.

SUCCESS FACTORS:

Ability to multi-task, set priorities and work under strict deadlines within a complex team.

Attention to detail and good customer service skills.

Awareness and sensitivity to international development issues and diverse cultures
Willingness to take initiative and contribute to a multi-departmental team
Strong interpersonal and cross-cultural communication skills
Ability to understand and resolve complex issues
Passion for learning and innovation
Commitment to the mission and values of Mercy Corps

LIVING CONDITIONS/ENVIRONMENTAL CONDITIONS:

This position is based in Cambridge, MA.

Please apply to our jobs board: www.mercycorps.org/aboutus/jobs

Mercy Corps is an EEO. Qualified women, minorities, veterans and individuals with disabilities are encouraged to apply.

Additional Qualifications:

BA/S or equivalent in International Development, International Relations, Conflict Negotiation or related field required.

Minimum one year of professional experience with a domestic or international non-profit organization required (preferably in the area of international relief and development).

Demonstrated proficiency with MS Office applications (Excel, PowerPoint, and Word)

Proficiency in a foreign language and/or overseas experience preferred.

SUCCESS FACTORS:

Ability to multi-task, set priorities and work under strict deadlines within a complex team.

Attention to detail and good customer service skills.

Awareness and sensitivity to international development issues and diverse cultures

Willingness to take initiative and contribute to a multi-departmental team

Strong interpersonal and cross-cultural communication skills

Ability to understand and resolve complex issues

Passion for learning and innovation

Commitment to the mission and values of Mercy Corps

How to Apply:

Please apply to our jobs board: www.mercycorps.org/aboutus/jobs

Assistant Professor in International Relations, UNIVERSITY OF ALBERTA

The Department of Political Science in the Faculty of Arts at the University of Alberta invites applications for a tenure-track entry-level Assistant Professor opening in **International Relations**. We are looking for a candidate with a research focus in any combination of the

following areas of international relations: critical security studies, peace and post-conflict studies, gender and IR theory. Qualified candidates should hold, or be close to completing, a doctoral degree and demonstrate outstanding potential for a research and teaching career. Responsibilities will include maintaining an active research program resulting in publications, teaching in both graduate and undergraduate student programs and participation in departmental governance. The normal teaching load in Political Science is two courses per term. Salary is competitive and the position includes a full range of benefits.

Applicants should send curriculum vitae, a letter describing their current and planned research, academic transcripts, samples of publications, and, if available, a teaching dossier and evaluations of teaching performance to:

Dr. Linda Trimble, Chair
Department of Political Science
10-16 Tory Building
University of Alberta
Edmonton, Alberta, Canada, T6G 2H4

ltrimble@ualberta.ca

Applicants must also arrange for three letters of reference to be sent to the Chair.

Closing Date: October 10, 2007

The effective date of employment will be July 1, 2008.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.

Marketing Manager, Skoll Foundation - Palo Alto, CA

To reach its ambitious growth goals, the Skoll Foundation is looking for a Marketing Manager who will become a key member of the Social Edge and Skoll Foundation teams.

The Social Edge Marketing Manager will assist in nurturing the healthy development of the [Social Edge](#) community, as well as providing Internet marketing services in support of the overall Web strategy for the [Skoll Foundation](#). The position reports to the [Executive Director](#) of Social Edge.

Major responsibilities

- Ensure consistent overall promotion of Social Edge, both online and offline
- Develop and implement aggressive promotion programs for individual Social Edge features,

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such as the Global Social Business Incubator scholarships competitive applications, the Peace Corps Entrepreneurs series, the Global Giving Index, the X-Interview series, and weekly online events and blog posts

- Reach out to social entrepreneurs who are not familiar with Social Edge by working with the Foundation's partners and other resources
- Develop and implement an aggressive content syndication program and expansion strategy aimed at targeted Web sites and communities
- Identify and leverage print and broadcast PR media opportunities
- Identify and apply for Web awards
- Oversee the search engine optimization process
- Analyze weekly Web traffic reports and recommend ways to improve Web performance
- Initiate pay-per-click programs through Web portal promotions
- Promote the Social Edge e-newsletter via email campaigns

To apply, visit the Skoll Foundation's Web site [here](http://www.skollfoundation.org).

www.skollfoundation.org

Executive Director, Community Mediation Center of St. Mary's, Maryland

July 2007

The vision of the Community Mediation Center of St. Mary's is to provide a peaceful process for responding to conflicts in our community. Our mission is to provide mediation and other conflict management services to empower people to create their own solutions. We seek an Executive Director who has the motivation and demonstrated management skills to help us make a difference in how members of our community work together in the presence of conflict.

The responsibilities of the Executive Director can be viewed in terms of four high priority areas:

Management of the day-to-day operations of the Center

Recruiting, motivating and engaging volunteer mediators and other community supporters

Nurturing existing and building new mediation referral partnerships

Fundraising and management of the Center's financial resources

The Executive Director of the St. Mary's Center will be engaged as an Independent Contractor, fully responsible for setting his/her schedule and prioritizing the tasks to be performed in support of the Center's priorities. Compensation of \$45,000 per year plus an allowance for travel assumes that the Executive Director will provide services equivalent to a full-time employee.

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The Executive Director should have managerial experience in the private, governmental or non-profit sectors with demonstrated success in the establishing strategic goals, setting near-term priorities and related tasks, and managing available resources.

Ours is an organization who's primary engine is the volunteer mediators. Therefore, it is important that the Executive Director have significant life experience as a volunteer or a leader of volunteers.

A personal commitment to our mission is essential. Training and experience as a mediator or facilitator is desirable but not required.

Please respond to John Roberts via email at johnjroberts@somdwireless.com or by mail at 634 Runabout Loop, Solomons MD 20688.

GENDER ADVISOR, WOMEN PEACE AND SECURITY: SUPPORT TO UN ENVOY NORTHERN UGANDA PEACE TALKS

Location :	Kampala, UGANDA
Application Deadline :	01-Aug-07
Type of Contract :	ALD International
Post Level :	ALD-4
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	15-Aug-2007
Duration of Initial Contract :	1 year
	REFER A FRIEND APPLY NOW

Background

UNIFEM is seeking a Gender Advisor to support gender sensitivity in the Northern Ugandan peace process. This Advisor will support the work of the UN's special envoy to the talks, President Joachim Chissano of Mozambique, to provide advice on gender issues, to facilitate the articulation of women's views on the peace process, and to support implementation of the peace deal that is eventually negotiated.

Since July 2006, The Government of Southern Sudan under the leadership of Vice-President Riek Machar has been mediating peace talks between the Government of Uganda and the Lord's Resistance Army (LRA) aimed at ending two decades of violent conflict in northern Uganda and its spillover effects in southern Sudan. Both the LRA and the Government of Uganda responded positively by naming and sending their delegations to Juba to begin peace talks. The talks opened officially in Juba on July 14, 2006 and on August 26th an agreement on the cessation of hostilities was signed taking effect from August 29th. In December 2006 the peace talks stalled. The UN Appointed a special envoy, President Chissano, to serve as a facilitator to the talks, and his efforts among other factors have contributed to the resumption and progress of the talks since 26th April 2007. Agreements have been reached on the first three stages of the peace process, leaving two more stages for negotiation. The last point of convergence was in the agreement over the third stage, accountability and reconciliation, in early July 2007.

While attempts have been made to include women in the current peace talks, women's participation has remained marginal and further efforts are needed. In the first round of talks, there were no women delegates in the Government of Uganda delegation while the LRA delegation included the participation of one woman. Groups sending observer missions have made attempts to include women - for instance the Amani Forum sent three women out of five observers. In the current round of talks the government has included one woman as part of the delegation while the LRA side has two women on its team.

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Whilst women's direct participation in the peace talks is deemed important, it is equally essential to develop effective channels to ensure that the views, needs, and interests of women are brought to the attention of negotiators and in particular, to ensure that principles of justice and gender equality are respected in this process.

As part of the UN efforts to support this process, with the view of implementing UN Security Council Resolution 1325, UNIFEM will place a Gender Advisor in the office of the UN Special Envoy to the Peace talks.

Duties and Responsibilities

The overall responsibility of the Advisor will be to provide technical support and advice to the UN Special Envoy to ensure that gender equality principles and women's human rights are fully mainstreamed in all aspects of the peace negotiations and processes, in full compliance with international human rights norms and principles. The Advisor will work under the political guidance of the UN Special Envoy and facilitator of the Northern Uganda Peace talks. The incumbent will be based out of the office of the UN Special Envoy in Kampala with frequent travel to Juba or other places as and when required.

Specifically, the Gender Advisor will:

Analyze the agenda of the peace talks and advise the UN special envoy on how gender equality and women's human rights concerns can be articulated and addressed therein.

Review and analyze policy papers produced in the context of the peace talks and identify entry points for the inclusion of priority issues that will address gender equality and women's Human Rights. This will include making assessments of the technical feasibility and legal soundness of proposals made by either side, from a gender perspective.

Provide feedback analysis of recommendations made by the different parties in the peace talks to women's groups, and include an assessment of the implications of these recommendations for gender justice and respect for women's human rights.

Provide regular information to update UNIFEM, the Uganda UNCT , UN System generally as well as women's organizations on the extent of inclusion of gender equality and women's rights in the peace talks processes.

Ensure communication and interface between the women's movement /groups in Uganda and the office of the Special Envoy.

Provide timely and necessary advice for the inclusion of gender equality and women's human rights issues in the formulation of recovery and rehabilitation policies and programmes. Provide gender equality/Women's human rights analysis on proposals for national reconciliation, with a view to ensuring full participation by women in nay reconciliation processes, and to ensuring that women's grievances are fully addressed.

Participate in sessions of the peace talks, or in contacts with various parties to the peace talks, upon request by the UN Special Envoy.

Support the work of UNIFEM in Uganda in the peace and security arena under the guidance of UNIFEM's Regional Programme Director for East Africa. This can include supporting implementation of related programmes and projects, building relationships with women's groups and government actors, and reporting regularly on activities as requested by the RPD.

Competencies

Demonstrates integrity and fairness; Displays cultural sensitivity and adaptability; Shows strong corporate commitment; Demonstrated commitment to UNIFEM's mission, vision and values
Sound knowledge of the political, cultural and social context of Uganda particularly the North of Uganda

understanding of governance and post conflict recovery processes in fragile states

Understanding of the United Nations system structure, including those parts related to humanitarian response and women, peace and security

Good organizational skills, sound judgment, initiative, demonstrated capacity to perform effectively within a multidisciplinary and multicultural work environment

Capacity to plan, prioritize and deliver tasks on time. Sound judgment and decision-making skills, with the ability to make effective timely decisions under pressure

Ability to participate effectively in UN inter-agency team

Ability to communicate sensitively and effectively across different constituencies

Strong communication and inter-personal skills with strong representational abilities

Ability to lead and gain the assistance and cooperation of others in a team endeavor; ability to build

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trust through operating with transparency and creating an open, positive and enabling environment

Required Skills and Experience

Advanced University Degree in one of the following: Conflict Resolution Studies, Diplomacy, International Relations, Political Science, Gender and Development

At least ten years of professional experience including working in peace building institutions dealing with women's rights and gender equality

Prior experience in several of the following areas: peace building processes, transitional justice, truth and reconciliation processes post conflict recovery, needs assessments, and development planning.

Prior work experience with the UN preferable.

Fluency in English is required. Working knowledge of other UN languages is desirable.