



Career Services Newsletter
September 26, 2006
Volume 2, Issue 21

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Job Search Spotlight

Career Related Events

ICAR & SPP Fall Résumé Clinics

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

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

Résumé Review

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

Resume Basics

Get starting writing an effective résumé with input and resources on résumé writing. Runs throughout the résumé clinic session.

A draft résumé not required.

Please RSVP for Workshops to icarjob@gmu.edu
Questions? Contact Julie Shedd, jshedd@gmu.edu, 703.993.3650

Sponsored by:

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

DC Nonprofit Networking Event

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

Organized by:

[OneWorld United States](#)

Hosted by:

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

Date and time:

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

Admission:

Free

Registration Deadline:

October 18, 2006

Wheelchair Accessible:

Yes

Area of Focus:

Network of Nonprofit Organizations

Location:

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

Contact Person:

[Partnership Manager](#)

Phone:

202-885-2678

Fax:

202-885-1309

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

Date: Wed., Oct. 18

Time: 6:00 to 8:00 pm

Location: Zorba's Cafe

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

Click here to RSVP.

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

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

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

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

For more information, email uspartnership@oneworld.net.

This event is for: everyone

Directions:

Near Dupont Circle.

URL:

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

Email:

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

Organization Spotlight

Fellowships

Global Survey Research Fellowship-PAID POSITION, The Women's Edge Coalition

The Women's Edge Coalition is a dynamic and cutting-edge international women's organization that advocates for international economic policies and human rights that support women worldwide in their actions to end poverty in their lives, communities and nations.

The Women's Edge Coalition seeks a Research Fellow for a part-time, 9 month-long project. The Fellow will assist in designing, and will implement and analyze, an international, questionnaire-based Global Survey on economic opportunity for women. Working with the Director of Outreach and Membership, the Fellow will:

- Work in partnership with staff to design and develop research plans and to develop the data collection instrument, including for qualitative and quantitative data, with an emphasis on qualitative data.
- Distribute and track questionnaires. Log and code data.
- Perform qualitative data analysis and some quantitative data analysis.
- Write project reports.
- Manage distribution of payments to questionnaire respondents.
- Perform other related/comparable duties as required and assigned.
- Be an active supporter and participant in a collegial and productive work environment.

QUALIFICATIONS:

- Bachelor's degree and current studies in pursuit of an advanced degree in the social sciences, including coursework in qualitative research methodology.
- Minimum of 2 years' social science research experience required.
- Must possess knowledge of qualitative and quantitative research (including SPSS) and analysis skills and offer demonstrated skill in research process.
- Excellent organization and management skills for managing research projects.
- Excellent spoken and written communication skills.
- Knowledge and interest in women's issues and international development issues preferred.

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

•International experience is preferred.

Other Information:

The Fellow position is a contract-based consulting position that will require a 9-month commitment (Oct 2006-June 2007) and a weekly commitment of 20 hrs/week.

This is a paid position on an hourly basis with the rate commensurate with experience.

To Apply: Please send a cover letter, resume, writing sample (maximum 3 pages) and three professional (or academic) references. Email application to Mindy Galoob, mgaloob@womensedge.org. No phone calls/fax/visits please. Be sure to mention "Research Fellowship" in the subject line.

Deadline: Closing Date for Applications is Monday, October 9 at 5:00 pm.

Position open until filled.

Senior Research Fellow, The American Civil Liberties Union, California

The American Civil Liberties Union (ACLU), one of the nation's foremost public interest organizations in defense of the Bill of Rights, is seeking a dynamic and resourceful SENIOR RESEARCH FELLOW for its Drug Law Reform Project in the Santa Cruz, California office.

OVERVIEW

The goal of the Drug Law Reform Project is to end punitive drug policies that cause widespread violation of constitutional and human rights, as well as unprecedented levels of incarceration. Founded in 1998, the Project brings lawsuits throughout the country with lasting impact on public understanding of, and government response to, drug use and drug policies.

The Project's legal strategies are built on the idea that fighting for civil rights means more than just persuading judges. It means changing hearts and minds. We work on the front lines with communities most affected by drugs and drug laws to integrate litigation with innovative public education campaigns and to develop tools to help these communities demand justice.

The Project has an unparalleled track record, having successfully litigated issues ranging from racial profiling in drug law enforcement to protecting medical marijuana users and their doctors from prosecution. We will continue that tradition of success, combining litigation, education, and community empowerment to achieve a humane and sensible drug policy that respects basic human rights and the liberties enshrined in our nation's Constitution.

The Project has recently expanded to create two new programs that focus on challenging (1) racial disparities in drug law enforcement and over-incarceration within communities of color, and (2) punishment of non-violent marijuana users.

We are currently litigating cases in state and federal courts and administrative agencies challenging racial profiling in drug enforcement, drug sweeps in schools and federal obstruction of medical marijuana. Other issues of interest include women and the drug war, student drug testing, censorship of speech advocating drug policy reform, harassment of needle exchange programs, and the denial of federal financial aid for students with previous drug convictions. The Project represents the first national effort to harness litigation in combination with coordinated community organizing as a tool of drug policy reform. For more information, please visit our web site at www.aclu.org/drugpolicy.

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Santa Cruz, California, the home of the Drug Law Reform Project, is a 55,000-person college town and eclectic beach community situated on the northern part of Monterey Bay about 70 miles south of San Francisco and 30 miles from San Jose. The Project's location in Santa Cruz offers the rare opportunity to engage in fast-paced, national litigation and activism within a relaxed, small-town environment. The surrounding natural beauty of the Pacific Ocean, Santa Cruz Mountains and Monterey Bay marine sanctuary, combined with proximity to California's urban centers, makes living and working in Santa Cruz an ideal move for professionals seeking work-life balance.

JOB DESCRIPTION

The Senior Research Fellow will have primary responsibility for conceptualizing and supervising national research concerning racial disparity in arrests for drug crimes. The ACLU has made a priority of seeking empirical explanations for the overwhelming trend in arrest and incarceration of African Americans and Latinos for drug crimes, despite clear evidence that drug use and drug sales take place across all racial groups. This research will be used in direct support of community organizing and litigation challenging racial targeting.

ROLE AND RESPONSIBILITIES

- Collect and analyze data such as arrest records and racial demographic information.
- Undertake primary field research designed to document the mechanisms that bring about racial disparities in arrests for drug use and sales.
- Develop basic research proposal and solicit participation by academic and community partners. Projects will be supported by paid research assistants.
- Coordinate negotiation of contracts with researchers
- Approve local research protocols, supervise and monitor progress of on-going local research.
- Produce, publish and disseminate articles, special reports and issue briefs based on research program.
- Present data to variety of audiences.
- Assist in developing strategic communications plan for research data.

QUALIFICATIONS

- Advanced degree in social sciences.
- Excellent verbal and written communication skills.
- Commitment to racial justice and drug policy reform.
- Outstanding interpersonal and community relations skills.
- Ability to communicate and work effectively within diverse community.
- Demonstrated project management skills including experience planning, evaluation and fiscal management of research projects.
- Experience designing and implementing community-based research strongly preferred.
- Proven ability to handle complex, multivariate data collection and analysis required, including competence in survey development, qualitative and survey-based data collection, secondary analysis of large data sets, database construction, management and retrieval methods.

COMPENSATION

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of ACLU compensation scale.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are

national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "ACLU."

The ACLU is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.

Additional Qualifications:

How to Apply:

HOW TO APPLY

If you are a proactive and resourceful team player with a passion for public interest issues, please send a cover letter (which must include salary requirements), a resume, list of publications, and two writing samples (unedited by others) by email to hrjobs@aclu.org - reference DPLP-18 in the subject line – or by mail to:

Brenda Griffin
ATTN: Deputy Director [DPLP-18]
ACLU Drug Law Reform Project
1101 Pacific Avenue, Suite 333
Santa Cruz, CA 95060

Applications accepted until position is filled, which will be no earlier than July 19, 2006.

Job posted on: September 22, 2006

Internships

Unilever-SCA National Park Congressional

Internship Program

Each year, six student leaders experience a Unilever-SCA National Park Congressional Internship program. Real-world experience is gained through summer immersion in a National Park complimented by a spring or fall internship in a Congressional office on Capitol Hill in Washington, D.C. Unilever, a Proud Partner of America's National Parks, wants you to experience National Parks as a participant in the public policy process, as well as gain an in-park perspective serving as an intern in a National Park.

You will intern in a Republican or Democratic congressional office where you will learn how government affects our National Parks. Learn how decisions about the management and protection of our

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environmental and cultural resources are made. You will intern in a Republican or Democratic congressional office where you will learn how government affects our National Parks. Learn how decisions about the management and protection of our environmental and cultural resources are made. You will intern in a National Park, living and working with National Park Service professionals and experiencing SCA's unique role in preserving America's National Parks. You will gain an understanding of how public policy affects park operations and infrastructure. You may participate in visitor education, resource management, historic preservation, and other special assignments.

Dates: January 2007-August 2007

Number of positions available: Three

Applications Due: October 15, 2006

Eligibility:

- ◆ Current undergraduate with some professional experience (Applicants are considered eligible up to one year after receipt of BA or BS)
- ◆ Strong GPA
- ◆ Interest in resource management, environmental issues and the public policy process
- ◆ Willingness to work in a Republican or Democratic Congressional office

Requirements:

- ◆ Detailed resume
- ◆ Directed writing sample (email contact below for prompts) and transcripts
- ◆ Two recommendations
- ◆ Availability for all interviews, orientation and full internship program

Benefits:

- ◆ A living stipend of \$400 weekly in Washington, D.C., and \$150 weekly while serving in the Park
- ◆ Intern housing provided throughout the program. You will live in the Capitol Hill area of the District of Columbia and in a designated National Park
- ◆ 24-hour accident and injury insurance and access to low-cost health insurance
- ◆ Career and alumni services during and after the internship

To apply, send resume and cover letter to:

Clarissa Mendez

Special Initiatives Manager

SCA

CMendez@thesca.org

FAX: 703-524-2451 PHONE: 703-524-2441

Campaign Intern, STAR (Student Action for Refugees)

Working with the National Office team, and in consultation with student and youth members, to develop and implement a national campaign strategy building up to the launch of a new STAR campaign for the 2007/8 academic year.

Context: STAR is a fast growing network of university based student groups and youth members (16-25 yrs) across the UK. An independent charity, STAR works closely with a number of refugee organisations in campaigning for refugees, supporting refugees through volunteering and raising awareness of refugee issues. STAR aims to encourage, enable and empower students and young people to make a difference to the daily lives of refugees everywhere.

Main responsibilities

Campaign development

- Develop three campaign briefs, providing subject information and data, and outlining a campaign rationale as a basis for membership decision making
- Undergo in depth research into the selected campaign and to produce a position statement, case studies and two year strategy, incorporating both launch strategy and exit evaluation
- Work with National Office staff to recruit and support STAR campaign spokespeople
- In collaboration with National Office staff, to plan and deliver the campaign at STAR National Conference 2007

Communications & networking

- Develop an effective strategy for consulting STAR members on the subject of STARs new national campaign
- Initiate, build and develop relationships with key agencies working in the chosen campaign area; to secure their support and to communicate the campaign to their target audiences
- Implement new and innovative ways of generating interest in the campaign and raise the campaigning profile of STAR, both within the organisation and among external partners
- Engage STAR student and youth members in the campaign; taking action and providing feedback to the National Office about their activities
- In collaboration with National Office staff, to design, produce and distribute range of campaign materials

General

- Deal promptly with enquiries by telephone, email and post.
- In all of the above, to reflect the aims and ethos of the organisation and to work closely with the STAR National Office Team.

Requirements

Essential

- Understanding of social policy and current issues affecting asylum seekers and refugees
- Excellent written communication skills with proven ability to write and edit publications and reports and present complex information to different target audiences

- Proven ability of building positive relationships with a wide range of people, including students, refugees and partner agencies
- Proven ability to think strategically, solve problems and assimilate, analyse and communicate complex information
- Sound planning and organisational skills with the ability to meet deadlines
- Computer literacy and willingness to learn how to use new software/email if necessary
- Experience of maintaining administrative/office systems and of word processing
- Commitment to equal opportunities

Personal Characteristics

- Commitment to working with and for refugees and advocating social justice for refugees
- Ability to use initiative and work on your own as well as part of a team and to work positively within the STAR management structure
- A flexible and reliable approach to work

Desirable

- Experience of being a student in further/higher education
- Experience of working in a campaigning environment/direct action
- Understanding and experience of working with student and youth organisations
- Experience/knowledge of the voluntary sector

Special circumstances

Willingness to work some evenings/weekends and to attend key STAR events as and when required

Unpaid position.

Expenses paid:

travel expences covered

Type of work:

Flexible Hours, Internship

Location:

Vauxhall, London, United Kingdom

Languages needed:

English

Closing date:

10/11/2006

Date job appeared on the site:

09/19/2006

To apply:

Please send a copy of your CV, a cover letter relating to the points in the person specification and a 500 word piece on the following:

'Describe a campaign which you thought / think was / is particularly successful or interesting and explain the reason for your choice'.

To: students@star-network.org.uk; STAR, 4th Floor, 3 Bondway, London SW8 1SJ

Administrative Intern, The World Association of Non-Governmental Organizations, New York

The World Association of Non-Governmental Organizations (WANGO) is currently seeking an Administrative Intern.

Intern responsibilities include but are not limited to:

1. General office duties: answering phones, preparing mailings, light bookkeeping, and data entry and updating files;
2. Assisting with the preparation of events and conferences;
3. Periodically writing articles for WANGO publications;
4. Researching NGO issues;
5. Other administrative activities which will contribute to a fuller understanding of how non-profit organizations operate.

Qualifications:

1. Computer proficiency (Microsoft Office; type 45 wpm+);
2. Some college.

Commitment: Schedule negotiable.

Academic credit may be arranged.

To apply: send a coverletter and resume to rachel@wango.org or to Internships, WANGO, 866 UN Plaza, Suite 529, New York, NY 10017.

<http://www.wango.org>

Intern - Special Assistant to Executive Director of Search for Common Ground-USA

Search for Common Ground's (SFCG) mission is to transform how individuals, organizations and governments deal with conflict - away from adversarial approaches and toward cooperative solutions. With headquarters in Washington, DC and Brussels, we design and implement multifaceted programs that aim to resolve conflict and prevent violence. We seek to help conflicting parties to understand their differences and act on their commonalities.

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The special assistant will work directly with the Executive Director of SFCG-USA in project research and development, fundraising, refining and implementing a business plan, donor relations and the US Consensus Council projects.

This position is ideal for anyone who wants to see the inner workings of non-profit management and assist in Search for Common Ground USA's efforts in fundraising, development and planning.

Responsibilities for this position include:

- Assist in maintaining current and developing new donor relations by sending thank you and other letters, keeping track of the donor database, and helping to plan and execute events.
- Identify and research foundations and other potential funding sources
- Assist the Executive Director in grant writing, proofreading, and grant preparation where needed
- Develop and maintain an understanding of the mission and program activities of Search USA and its projects
- Assist in the refinement and implementation of SFCG-USA's business plan
- Share in the continuing development of Search USA through participation in regular and special meetings and planning sessions.
- Ensure that the website is up to date with project material
- Assist in liaison with the US Consensus Council (SFCG-USA's guiding body) through updates, meeting planning and other necessary functions
- Providing general administrative support to the organization (photocopying, filing, faxing, word processing, etc.).

Other duties as required.

Skills & Experience

- Ability to work independently and take initiative.
- Highly organized and excellent attention to detail
- Highly motivated and energetic
- Interest in conflict transformation through local and national projects

Interested candidates should send a cover letter and resume to Tom Dunne at tdunne@sfcg.org

This internship is unpaid (no compensation or benefits) but a travel stipend is available to interns based on need.

Position open until filled.

Internship for Arab Human Rights Defenders Training Program, New York

Human Rights Education Associates (HREA) is seeking a part-time intern to support a training program for human rights defenders in the Middle East and North Africa.

Required skills/abilities/knowledge:

- Native speaker of Arabic
- Strong editorial skills
- Interest in human rights
- Interest in international education
- Self-directed and motivated
- Knowledge of Excel and Internet applications

This is a paid internship in New York (\$10/hour). Intern will be working a maximum of 2 days per week.

To learn more about HREA, visit <http://www.hrea.org>

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Please contact us with any questions. To apply for this position, please submit a letter of interest and a cover letter to Jessamyn Waldman: jwaldman@hrea.org.

Research Intern -- Available IMMEDIATELY , Education for Peace in Iraq Center, Washington D.C.

Job Type: Internship

Location: Washington, DC

Duration: September-December 2006

Positions available: 1

Summary: Under the supervision of the Research Program Manager, the intern assists in the preparation and publication of EPIC's research resources, including The Ground Truth, Iraq Calendar, PolicyWatch, EPIC Blog and email communiqués with our members. As an unpaid intern, applicants are strongly encouraged to arrange college credit and sponsors via their university. If needed, a stipend will be provided to offset lunch and public transportation expenses. Interns receive 3 days of sick/vacation leave and are expected to work 40 hours per week, Monday-Friday.

Principal Responsibilities

1. Assist the program manager in the publication of key resources, including conducting and transcribing interviews, compiling the event calendar, writing book reviews, conducting data research, tracking news stories, and other tasks.
2. Participate in program planning, including goal-setting, strategizing and researching new project opportunities.
3. Attend hearings and meetings on Capitol Hill and around Washington, and provide written and oral summaries to the supervisor.
4. Review and edit program documents as necessary, including grant proposals and other reports.
5. Collate, summarize and analyze important data, news stories, and scholarly articles for contribution to EPIC publications, blog, editorials, etc.
6. Complete an independent project to contribute to EPIC's work and mission (to be determined based on skills)
7. Provide administrative support, as needed.

Ideal Candidate

The candidate should be a college junior, senior, recent graduate or graduate student, and must have a minimum GPA of 3.0. A focus or concentration in political science, international affairs, or Middle East studies is preferred, and knowledge of Arabic is a plus, but not required.

The candidate should have a solid academic and/or employment history that demonstrates an interest in Iraq and the Middle East. The candidate must also demonstrate the following skills and qualities: punctuality, dependability, responsibility, maturity, willingness to learn, attention to detail, strong written, verbal and research skills, organization, and an ability to create, prioritize and meet goals. The candidate must be able to work under pressure, and he or she must be able to meet stated deadlines with high-quality, polished work.

The candidate must support the mission and goals of the organization.

About the Education for Peace in Iraq Center

EPIC is an independent non-profit organization working through education, policy research, and advocacy to promote a free and secure Iraq.

Founded in 1998, EPIC's membership has grown to more than 25,000 members and email subscribers. Working

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closely with Iraqis, aid workers, scholars, and other concerned citizens who have served or lived in Iraq, we inform policy makers, civil society, and concerned citizens about political, economic and human rights conditions in Iraq. EPIC works to promote policy options that can best improve these conditions by ending and preventing further armed conflict. We envision a peaceful, prosperous Iraq that is free of foreign occupation and that actively protects human rights for all Iraqis.

Applying to EPIC

All internship applicants must submit a resume, cover letter, a list of 1-3 employment references (or letters of recommendation), and a brief writing sample (no more than three pages) via email to info@epic-usa.org. Please include the type of internship for which you are applying in the subject line of the email.

If your skills, interests and experience meet our qualifications, we will contact you directly to arrange an interview. No phone calls, please. EPIC is an Equal Opportunity Employer.

Position open until filled.

Jobs

Democratic Governance Expert - Kenya

- **Type:** Contract
- **Location:** Kenya
- **Organisation:** EMS-Expert Search
Recruitment for Development
- **Closing Date:** 04-Oct-2006
- **Description:**
Eligibility: All Deadline: October 4th, 2006 Starting date: Mid to late October 2006 Duration: 40 working days Location: Kenya Release date: September 21st, 2006 EMS Expert Search is in the process of identifying 4 experts for the EC tender "Democratic Governance Support Programme, Kenya, Final Evaluation and Options for Future Governance and NSA Programmes". The overall objective of the project is to improve EC's assistance to Democratic Governance and support to NSAs in Kenya The main objective is to assess the operational aspects of the programme, such as project management and implementation of activities and the extent to which objectives are being fulfilled. The aim is to review the relevance, effectiveness and efficiency sustainability and impact and draw lessons learned and propose recommendations for future similar programmes, notably to be funded under the 10th EDF. The expert is estimated to have an input of 40 days starting mid- to late October 2006.
- **Applicant Requirements:**
Required qualifications: - Over 10 years of relevant professional experience (minimum category II) - A sound knowledge of the Kenyan political and legal context. - Some experience in evaluation of donor funded programmes will be a plus. - Familiarity with the Logical Framework methodology. - Broad understanding and experience of working on public participatory methodologies particularly at the local/Grassroot level. - Excellent communication and report writing skills - Good knowledge of Swahili is a plus - Fluent English
- **Application instructions:**
General remarks: Please send resumes in English to employment@europeansolutions.nl under the heading "EMS 0191 Democratic Governance Expert - Kenya". When sending your application please include an indication of your desired remuneration (day-rate). Please also make sure that you include one or more telephone numbers. The ToR of this assignment is available upon request. Please note that being included in a tender does not yet constitute a job and does not guarantee employment. Please also note that references are appreciated, but cover letters are not. Because of the high volume of applications we receive, we are unable to respond to all candidates personally and are unable to accept phone calls related to the positions.

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- **Contact Person:** Mr. L. Vocks employment@europeansolutions.nl
- [More information about this Contract..](#)

Dev-Zone Opportunity ID No. 5636 Hits: 10

Strategic Advisor, Sudan

- **Type:** Contract
- **Location:** Khartoum, Sudan, Sudan
- **Organisation:** The International Rescue Committee
Founded in 1933, the International Rescue Committee is a leading non-sectarian non-profit organization providing emergency relief, protection, rehabilitation assistance, resettlement services and advocacy for refugees and victims of oppression or violent conflict.
- **Description:**
The International Rescue Committee currently seeks a Strategic Advisor for its Sudan program, based in Khartoum, Sudan. **RESPONSIBILITIES** Process: The Strategic Adviser will engage with IRC staff in Khartoum and at the field level through an inclusive strategic planning process. This will include individual interviews, brainstorming sessions and presentations/discussions at strategic planning meetings.
Deliverables: Working in close relationship with the Darfur team and under the supervision of the Deputy Country Representative West Sudan, the Strategic Adviser will be expected to deliver the following final products by 31st August 2006: - Strategy paper on post-DPA programming. The Strategic Adviser will be expected to share initial results with the team at the Darfur Strategic Planning in mid-August, work with the team during the workshop, and finalize the paper following the workshop - Context analysis - Action plan based on detailed planning assumptions and timelines - Funding plan - Advocacy strategy
Contents of the Strategic Plan: The Strategic Adviser will endeavor to develop an Area Strategic Plan that: - Is consistent with the IRC Sudan (nation-wide) strategic plan - Includes return and reintegration issues as a cross-cutting theme (in light of the volatile situation and the need for a principled approach, the Strategic Plan should include clear benchmarks for IRC's involvement on returns) - Examines the possibility of community-driven reconstruction and civil society development as a nation-wide core competency - Advises on programs and structures in camps and what will happen to them as the program shifts from emergency to post-conflict. The Strategic adviser will design an appropriate strategy for gradual reduction in camp activities and corresponding increase in rural areas, looking at various scenarios - Considers property restitution, compensation (including for livestock) and livelihood issues - Considers the strategic use of current community-based groups working in camps (e.g. paralegals working out of Justice and Confidence centers, camp management committees, women's groups, youth groups) to prepare IDPs to (a) return by providing information to ensure camp residents make a free and informed choice about returns, to (b) raise awareness on compensation committees, (c) to register people's claims for compensation, etc. - Places particular emphasis on Do No Harm and conflict sensitive approaches, looking at how interventions influence settlement patterns
Includes operational aspects: which sites to open, which sites to close, etc.
Additional Responsibilities The Strategic Adviser will: - Advise on IRC's involvement in the Darfur-Darfur dialogue - Advise on villagisation policy/urban programming issues
Reporting - Keep the Country Representative, Deputy Country Representative West Sudan, Senior Program Coordinator, Adviser to the Country Representative, Senior Gender-based Violence Coordinator and Senior Protection Coordinator regularly informed of key developments, ideally through weekly updates - At the end of the first month of deployment (i.e. by 31st October 2006), the Special Adviser will prepare a progress report outlining activities conducted and progress towards achieving all deliverables by 30th November 2006
- **Applicant Requirements:**
REQUIREMENTS: - Advanced university degree, preferably in post-conflict work, governance or related field - Minimum of 10 years experience in post-conflict planning - Previous field experience in refugee/IDP settings, complex emergencies and post conflict situations - Experience in refugee and IDP returns - Demonstrated planning skills - Demonstrated ability to write concise, analytical and well-argued reports - Experience in strategic planning, facilitation and consultation - Fluency in English - Previous experience working with relevant funding partners (e.g. World Bank, United Nations, USAID, OTI, DFID, ECHO, etc.)

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.

- **Application instructions:**
We request that all applications be completed on line at 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.
- [More information about this Contract...](#)

Dev-Zone Opportunity ID No. 5572 Hits: 9

Team Leader: Human & Social Development, Strategic Planning Expert, CAT I

- **Type:** Job
- **Location:** Harare, plus field work, Zimbabwe
- **Organisation:** Planet Consultants BV
PLANET CONSULTANTS bv, The Netherlands See www.planetconsultants.net INTRODUCING PLANET CONSULTANTS BV PLANET Consultants BV, established in 1989, are dedicated to providing assistance to peoples, organisations, professional associations and Governments in achieving sustainable micro- and macro-level socio-economic development. Our technical and economic approach is always multi-disciplinary, giving special attention to cross-cutting issues such as the environment, gender issues, and the need for building strong and capable institutions. In recent years, democracy building and good governance have also become an increasingly important part of our activities. This coincides with our long-standing practice of employing a participatory approach -- rather than imposing solutions drawn from elsewhere, our aim is to help our clients and beneficiaries to help themselves. We believe that the local ownership of ideas and solutions are critical to ensuring their sustainability. PLANET Consultants BV selects and deploys experts according to the highest professional standards, based on their practical experience in the sector and country concerned. The majority of our specialists are multi-lingual, speaking a range of languages including English, French, Spanish, Portuguese and Russian. Our network of expertise includes European and other nationalities around the world. This enables us to provide rapid, sustained and flexible professional support world-wide, and guarantees that international perspective and experience are combined with a sound understanding of local conditions, history and culture.
- **Closing Date:** 26-Sep-2006
- **Description:**
Project Title: "End of Programme Evaluation of Education Transition and Reform Programme, Zimbabwe"
Period of availability 16/10/06 - 30/11/06 Foreseen starting date 16/10/06 Duration of the assignment 39 days within 42 days OBJECTIVES OF THE EVALUATION 3.1 The main objectives The main objective of the evaluation is to provide the Government and the Delegation of the European Commission to Zimbabwe with sufficient information to: 1. Assess how the project has taken on board recommendations from previous evaluations. Capitalize on documented lessons learnt. 2. Make an informed judgment about the programme (relevance, efficiency, effectiveness, impact sustainability and performance of the project); 3. Make recommendations on future action / programme (the mission should propose future scenarios of action based on lessons learned, new policy framework, current priorities in the country also related to AIDS pandemic and OVC (orphan and vulnerable children), donors' general response and any policy dialogue opportunities and/or challenges). Scenarios on future action should take into account ideas from the preparation of the 10th EDF programming exercise. The consultants should explore the possibility for: i) a sector (SWAp) programme on education with support from Member States and other partners; ii) focusing on disadvantaged groups (OVC) to increase their chances of having access to education as essential service by redirecting funds to POS (programme of support) to the NAP (national action plan) for OVCs; which includes a substantial element on education - EC support is already envisaged to this programme. The consultants will examine the feasibility study of the existing PoS to NAP for OVC and they will make comments and operational suggestions of improvement. iii) continued support to the education sector at the same level and locations; iv) exclude education and focus only on health to ensure maximum impact given the limited funds. A conclusion on more than one option may be proposed.

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.

- **Applicant Requirements:**
 - The ideal consultant has a degree in the social field, with at least 15 years experience in Human and Social Development. - Strong background in Public Education Systems, primary and secondary levels, in developing countries, particularly HIPCs and LICUSs is requested. - Proven skills in strategic planning, project / programme design, management, monitoring, evaluation and PCM approach and tools are requested. - Experience in assessment and design of EC funded programmes is requested. Experience in Sub-Saharan Africa is an advantage. - Experience with other international or bilateral donors is an advantage. - Multi-sectoral and multi-disciplinary skills are relevant to the task, preferably in relation with cross-cutting issues of gender, HIV & AIDS, environment and good governance. - Strong communication skills and capacity to clearly express complex concepts in English are necessary
- **Application instructions:**

Both the Terms of Reference and the project-specific CV model (which is the ONLY format accepted), can be requested: send an email to leeuwin@planetconsultants.net with the subject "068-ZW Team Leader" before 26 September 2006.
- **Restrictions:** none
- **Contact Person:** Linda Leeuwin leeuwin@planetconsultants.net
- **[More information about this Job...](#)**

Dev-Zone Opportunity ID No. 5614 Hits: 8

Emerging Opportunity: Provision of a Technical Facilitation Unit for the project "Promotion of the Rule of Law & Civic Education, Malawi"

- **Type:** Contract
- **Location:** Lilongwe, Malawi
- **Organisation:** GRM International

GRM International is a leading resource and development management company. We have over 35 years of development experience managing around 260 projects in 64 countries for private, government, bilateral and multilateral clients. Our services include development, project planning, project design, feasibility studies and project management. We have provided these to a diverse range of sectors spanning: agriculture; education; environment and natural resources; health; infrastructure; law and justice; livestock; fisheries; finance and economic development; governance; and policy and public sector reform. We are recognised as being highly successfully in implementing projects and programs in the areas of community development, institutional strengthening and capacity building, leading to development outcomes that impact on sustained poverty alleviation. We have achieved this through partnership with stakeholders at all levels, and when necessary, through strategic alliances with key institutions. We are committed to working with you to create a better future. GRM International is a Member Company of the GRM International Group.
- **Closing Date:** 19-Oct-2006
- **Description:**

GRM International has expressed interest in tendering for the EC-funded Technical Facilitation Unit (TFU) for the Implementation of the project "Promotion of the Rule of Law & Civic Education in Malawi". The TFU will be mainly responsible for the technical and administrative implementation of the Rule of Law component of the project as well as for its internal monitoring and evaluation, in close cooperation with the Ministry of Justice as coordinator and supervisor of the Project. It will also coordinate civic education activities with the management of the Civic Education component (a direct labour operation). The contract calls for the provision of 2 long-long term experts (indicatively 70 person/months or up the end of 2009) and short-term technical assistance to be called up as required. Support staff to be recruited locally is expected to include one Deputy, one accounts assistant, one contracts & procurement officer, and a secretary/receptionist. The project is expected to mobilise in the first or second quarter of 2007 and shall be supervised by the European Commission and the National Authorising Officer (NAO) for EDF funds in

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Malawi. The Contracting Authority is the National Authorizing Officer, Ministry of Finance of Malawi. GRM is currently seeking candidates with European or ACP country citizenship with experience in the following areas: - management of European Commission-funded programmes; - management of internationally-funded governance, rule of law and civic education programmes; - organisational development and improvement of management systems, particularly within the sectors mentioned above; - institutional strengthening, particularly within the sectors mentioned above; - finance and administration management of EC-funded programmes, particularly within the sectors mentioned above; - support staff as indicated above, particularly those that have experience of working on EC-funded programmes.

- **Applicant Requirements:**

Professionals that meet the following criteria will have an advantage: - Masters level degree in a relevant subject; - a minimum of 10 years' experience in development, preferably in areas related to this project; - a minimum of 5 years' working experience on similar projects, particularly the management, finance and administration of governance, rule of law and civic education programmes; - experience of working on or managing EC-funded programmes; - recent working experience in Malawi.

- **Application instructions:**

For submission of CVs and letters of interest, email submission is preferred. Email CVs and letters of interest to the details below, quoting "TFU Rule of Law, Malawi".

- **Restrictions:** EU and Africa-Caribbean-Pacific Citizens (ACP) ONLY please. For a list of eligible ACP countries, please go to http://ec.europa.eu/comm/development/body/country/country_en.cfm

- **Other Contact Details:**

Matthew Pritchard Project Manager GRM International Southern Africa 1115 Burnett Street Private Bag x38 Hatfield Pretoria 0028 South Africa Tel: +27 (0) 12-362-1499 Fax: +27 (0) 12-362-1412

- **Contact Person:** EC TFU for Rule of Law, Malawi matp@grminternational.co.za
- [More information about this Contract...](#)

Dev-Zone Opportunity ID No. 5616 Hits: 5

We are Looking For Trained Facilitators

For the High School Conference !!

**THIS IS AN OPPORTUNITY TO WORK WITH
HIGH SCHOOL PEER MEDIATORS**

DATE:

TUESDAY, NOVEMBER 21, 2006

TIME:

**YOU WOULD ONLY NEED TO BE THERE FROM
8:30 – 10:30 AM**

PLACE:

GEORGE MASON UNIVERSITY SUB II

YOUR ROLE:

FACILITATE A DISCUSSION BETWEEN 8 –10 HIGH SCHOOL PEER MEDIATORS ABOUT THEIR PROGRAMS.

YOU WILL BE GIVEN GUIDELINES AND A LIST OF DISCUSSION QUESTIONS.

INTERESTED ??

PLEASE CONTACT **CHRISTY DUKE AT 571-423-4280 OR CHRISTY.DUKE@FCPS.EDU**

Deputy Director, Social Venture Network, California

Deputy Director

Social Venture Network (SVN) is a nonprofit association of 400 socially responsible CEOs, investors, and nonprofit leaders committed to building a just and sustainable world through business. The Deputy Director will marshal SVN resources to build a larger, more effective network by growing the membership, expanding our events, raising more money, and building a stronger brand. The Director's key goals will include: expanding the network to 500 members by 2009, increasing revenue generated through SVN's fundraising efforts, improving the quality of member services, events and communications, and increasing attendance at SVN conferences. The Deputy Director will supervise a staff of three to four people and report to the Executive Director. See <http://www.svn.org> for more information.

Duties and responsibilities include:

Membership Recruitment and Retention (30%)

- Work with Membership Manager to expand and diversify membership and improve member retention
- Evaluate and implement new member services, such as local networking forums
- Leverage network resources and build partnerships to strengthen member recruitment and initiatives

Event Planning and Management (25%)

- Work with Senior Event Coordinator to plan and implement SVN events, including two annual conferences and two to three Social Venture Institutes
- Increase fall conference attendance to 300 (members, prospects and speakers)

Fundraising/Development (20%)

- Increase revenue through membership upgrades, sponsorships, events and workshops, auctions, individual donations, foundation outreach, etc.
- Generate adequate revenue from earned income (membership dues, event fees, sponsorships, etc) and donations to cover 100% of SVN's operating expenses

Marketing/Public Relations (15%)

- Work with Marketing Associate to improve network communications & increase SVN's visibility
- Help develop newsletters, stakeholder reports, website and promotional materials for SVN events
- Promote SVN Book Series and 20-Year Anniversary
- Serve as spokesperson for SVN, as needed

General/Misc. (10%)

- Develop and implement programs and initiatives outlined in SVN's strategic plan
- Respond to SVN member, staff and other stakeholder requests

Additional Qualifications:

Qualifications and Skills

- Twelve or more years of relevant work experience (preferably in a nonprofit)
- Excellent communication, management and implementation skills
- Skilled at managing multiple staff members and coordinating a wide range of projects
- Professional, flexible, and committed work ethic
- Strong ability to create a collaborative, supportive work environment
- Established connections with diverse business leaders and social entrepreneurs

How to Apply:

SVN actively seeks to recruit people with diverse backgrounds, experiences and perspectives reflecting the full diversity of our society. Salary: \$70,000 to \$90,000, depending on relevant experience. Send resume and cover letter to: Molly Merson, SVN, P.O. Box 29221, San Francisco, CA 94129, fax to 415-561-6435 or email to mollym@svn.org . No phone calls please.

Faculty Position in Psychology

: Ph.D., ABD, or international equivalent required upon appointment. Evidence of excellence in teaching and ability and interest in mentoring students. Areas of specialization are open but preference will be given to candidates with interests in applied social, cross-cultural, community, or industrial-organizational psychology. Responsibilities will include teaching a variety of courses in the major. Opportunities exist to teach across disciplines including Sociology, Peace and Conflict Studies, master's program in Organizational Management and in the general education program. Review of applications begins November 1 and continues until an appointment is made. Compensation is commensurate with education and experience within the university pay scale. Send letter of interest, curriculum vita or resume, three letters of reference (submitted

directly from referee or if necessary from placement office), and official transcripts to Elaine Suderman, Academic Affairs, Bluffton University, 1 University Drive, Bluffton, OH 45817-2104. See www.bluffton.edu < <http://www.bluffton.edu/>> . Bluffton University welcomes applications from all academically qualified persons who respect the Anabaptist/Mennonite peace church tradition and endorse Christian higher education in a liberal arts environment. Members of underrepresented groups are encouraged to apply. Equal Opportunity Employer.

<http://www.bluffton.edu/about/employment/fac-psy/>

Development Director , Strategies for Growth, Washington D.C.

Advancement Project <http://www.advancementproject.org> is a rapidly growing, democracy and justice action group that works with communities seeking to build a fair and just multi-racial democracy in America. Using law, public policy and strategic communications, Advancement Project partners with organized community groups across the national to provide legal expertise, strategic communications, and hard-hitting research relevant to their struggles for justice. Their primary areas of focus are education reform, protecting voting rights and preserving democracy. Advancement Project also serves as a Community Justice Resource Center, promoting, supporting, and modeling community-based, racial justice lawyering.

Advancement Project seeks a strategic development leader for its Washington, DC office to design, build and advance an integrated development plan with a deliberate focus on growing institutional and individual support.

Responsibilities

Reporting to a Co-Director, the Development Director will provide leadership, direction and coordination for a comprehensive fundraising program that secures financial resources from all donor groups. The Development Director will be expected to design, implement and manage an integrated development plan that includes building a significant individual donor campaign.

Coordinating with Advancement Project leadership, s/he will strategically plan and manage the development operation to meet short- and long-term fundraising goals; maintain relationships with donors and the Board of Directors; and work hands-on to cultivate and solicit donations. The Development Director will join a team of dedicated program staff in Washington, DC who currently manage existing donor relationships.

Specific responsibilities include, but are not limited to:

- Establish short- and long-term development goals, strategies, budgets and tasks.
- Develop and implement fundraising strategies and appropriate follow-up action, including grant writing, drafting solicitation materials, correspondence, and reports as necessary to promote donor participation, recognition and cultivation.
- Identify, cultivate, solicit, nurture and expand relationships with foundations, corporations and major individual donors,
- Develop and implement an annual giving program.
- Recommend, build and maintain a fundraising database.
- Identify and pursue new sources of corporate and foundation income.
- Track proposal and report due dates and next steps; manage and meet external and internal reporting deadlines. Provide accurate and timely development reports to management and the board.
- Coordinate fundraising efforts of the Co-Directors when appropriate; act on their behalf as requested.
- With the Co-Directors, serve as a key liaison with Advancement Project Board.

Advancement Project is an equal opportunity employer.

**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.**

Additional Qualifications:

- Bachelor's degree and minimum of eight years' hands-on development experience with 2-4 years in a senior development capacity.
- A passion for racial and social justice, and the ability to embrace and articulate the mission and programs of Advancement Project.
- Proficiency in donor database programs required. Knowledge of Raiser's Edge and/or other fundraising software a plus.
- Previous experience working with Boards of Directors required.
- Superior writing and computer skills and excellent interpersonal skills.
- Adept at budget development, accounting and financial reporting.
- A proven ability to motivate donors and successfully solicit individual gifts.
- Strong self-starter, pro-active, organized, detail-oriented, self-assured, dynamic and energetic with the willingness to work hands-on in developing and executing a full spectrum of fundraising activities.
- Ability to work well in a diverse, multicultural team environment and a close-knit, fast paced office.
- Goal-oriented, collaborative, motivated to complete tasks and succeed.
- Strategic, creative thinker and a flexible, entrepreneurial professional with a sense of humor.

How to Apply:

Please e-mail resume and cover letter by October 10, 2006 to:

(Ms) Lee Crane Wood

Strategies for Growth

leecranewood@hotmail.com

or fax:

(703) 765-1125

Research and Development Coordinator, Community Service Society of New York

Responsibilities include building CSS' capacity to respond to grant opportunities by coordinating corporate and foundation government proposals and reports.

Work with senior management, designated program staff, and Director of Institutional Giving to assess, complete, and track grant applications, produce foundation proposals and reports as needed and track and oversee funding calendar via database management.

Conduct extensive research of potential funders including creating prospect profiles, key staff bios, and developing a strategic approach.

Train program staff in the preparation of grant submissions.

Perform other development functions as needed.

Additional Qualifications:

Bachelor's Degree required.

At least one - two (1-2) years fundraising experience, including experience in the preparation of government grants.

Strong written and communication skills.

Experience with donor software, RaisersEdge, preferred

How to Apply:

Submit resume and cover letter to:

Community Service Society of New York

Human Resources Department DV-15

105 East 22nd Street, New York, NY 10010

Fax (212) 614 5336 or e-mail cssemployment@cssny.org

EOE

**The Conflict Resolution Center of Montgomery County is an equal opportunity employer.
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Development Coordinator, Human Rights Campaign, Washington D.C.

The Development Coordinator reports directly to and is primarily responsible for providing administrative and program support to the Vice President of Development & Membership. The Coordinator must be able to respond quickly and with good judgment in a fast-paced environment and be able to handle highly confidential and sensitive information in a professional manner.

Position Responsibilities

- Manage the Vice President's written correspondence and assist in fielding and returning phone calls from volunteers and other outside sources.
 - Provide and maintain complex scheduling using computer technology.
 - Perform related administrative and clerical duties including, but not limited to, arranging travel, conference calls, photocopying, faxing, filing, record keeping and organizing briefing materials.
 - Coordinate, as directed, different special projects for the Vice President.
 - Assist the Vice President in ensuring smooth and efficient communication between the department, board and the volunteer structure.
 - Act as a team member in the Development Administration Team and coordinate or assist in various department-wide projects as directed.
- ? Other duties and special projects as they are assigned.

Additional Qualifications:

Bachelor's degree or equivalent work experience. 2-3 years of experience in a professional environment required. Experience with and proven skill in the performance of administrative duties in a professional environment. Excellent communication, strong writing, analytical and creative skills. Demonstrated ability to work well under pressure, ability to handle multiple projects simultaneously and manage work under tight deadlines. Demonstrated computer skills, including Word, Excel, and database programs.

How to Apply:

To apply, please forward cover letter, salary requirements and resume to careers@hrc.org. Please be sure to put the job title in the subject line. Applicants should have a clear understanding of HRC's mission & vision.

Research and Communications Assistant (Ref 164)

Institute of Development Studies

The IDS is a leading global institution for research, teaching and communications on international development, based at the University of Sussex.

MICROCON, A Micro Level Analysis of Violent Conflict, is a five year integrated project, funded by the European Commission's 6th Framework Programme, which aims to create the foundations for a new European research and policy agenda in the field of conflict analysis. We are seeking to recruit a highly-motivated and skilled Research and Communications Assistant, trained to postgraduate level with a broad knowledge and understanding of development theory, policy and practice.

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 is an exciting opportunity to join the MICROCON coordination team, at IDS, to support MICROCON and its international consortium of 22 partners. The successful candidate will use their experience in knowledge management, dissemination and communications to assist in the design and implementation of the MICROCON dissemination and knowledge plan and the training and mobility plan. The role requires excellent writing and editorial skills, with the ability to abstract, analyse and communicate academic material in a non-technical form, and to design and manage websites. The candidate will be able to work both, autonomously with a high degree of motivation and initiative, and effectively in a team.

Please note that this post does not meet the UK Home Office requirement for work permit criteria, therefore, we will be unable to recruit applicants who do not have the right to live and work in the UK.

Salary: Initial appointment will be between £20,645-£22,958 per annum (depending on experience), in the IDS Grade 5 range: £20,645-£23,877

Closing Date: 16th October 2006 (11:00 UK Time)

Interview Date: 01 November 2006

Preferred Start: January 2007

Salary & Benefits:

£20,645-£22,958 per annum

Type of work:

Full Time

Location:

Brighton, United Kingdom

Languages needed:

Closing date:

10/16/2006

Date job appeared on the site:

09/21/2006

To apply:

OFFICIAL APPLICATION FORMS ONLY, CVs are not accepted

For further information and to download an application form

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

please log on to www.ids.ac.uk

Alternatively to receive an electronic or hard copy please email Human Resources, hr@ids.ac.uk or call our confidential answerphone

01273-678682 [Int +44 1273]

Please ensure that you quote the correct reference number

We strongly encourage applications from all sections of the community regardless of sex, race, religion or religious beliefs, disability, sexual orientation and age.

HIV/AIDS Programme Manager

Oxfam Great Britain

Who we are

Oxfam's humanitarian response programmes provide communities affected by conflict and natural disasters with emergency food security and livelihoods support, and water, sanitation and health promotion interventions. Oxfam's global strategy on HIV/AIDS aims at minimising HIV transmission and reducing the impact of HIV/AIDS through a number of context specific initiatives. The organisation is working towards mainstreaming HIV in all its country programmes, while direct interventions for prevention, care, treatment and the mitigation of the socio-economic impacts of the virus are being developed in high prevalence countries.

The role

Leading, planning and managing Oxfam's HIV/AIDS programme in Benguela, you'll work with local partners and communities, who you'll monitor and evaluate, to ensure that the programme delivers effective solutions to the various and mounting consequences of the high incidence of HIV/AIDS in the region. In addition you'll work with partners to increase awareness and prevention of HIV/AIDS and its severe socio-economic impact.

What we are looking for

You'll have substantial knowledge and experience in programme management and HIV/AIDS and public health programmes, particularly in rural regions. A university degree in programme management, development studies, public health or a related field is essential, as are high levels of personnel and financial management skills and good written and verbal communication skills in English and Portuguese.

Salary & Benefits:

£17,399 – £22,491 net pa (24 month fixed-term contract)

Type of work:

Contract

Location:

Benguela, Angola

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.

Languages needed:

Portuguese, English

Closing date:

10/05/2006

Date job appeared on the site:

09/20/2006

To apply:

This role offer scope for immense personal fulfilment, as well as outstanding opportunities to enrich and develop your career. For more details and to apply, visit www.oxfam.org.uk/jobs quoting reference INT1881.

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Program Representative- Save the Children, Guinea

Supervise the financial administration of the Guinea programs, ensuring conformity to standards required by the donors as well as Save the Children.

Oversee the implementation of programs to conform to the strategic program plan of the Sahel Country Office and to Save the Children.

Actively incorporate child protection into the implementation and development of programs.

Oversee grant and line expenditures conform to budgets and donor regulations.

Recruit and hire necessary staff with appropriate competencies.

Additional Qualifications:

Advanced degree in international development or other relevant technical area

French (an ability to represent the programs officially orally as well as in writing)

Experience working with developing/monitoring budgets

Proposal development experience

How to Apply:

Visit our Save the Children Career Website and apply directly on line to:

<http://www.savethechildren.org/careers/index.asp> and reference position #3134

Facilitator of Diverse Spiritual Community, The Forge Institute, California

Experienced Facilitators Wanted

The Forge Institute, an international non profit consortium of spiritual leaders from every path, is looking for facilitators interested in creating depth and community across diverse spiritual backgrounds and paths. We help

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people explore, learn and grow together through “spiritual friendships.” The Forge Hearths foster spiritual deepening in a context that welcomes spiritual diversity. We have begun 5 ongoing communities in the US and Sweden that foster the “sacred in our midst.” We are seeking to expand our proven process into the Southern California area, and are looking for a few self-starters to partner with who are ready to be on the cutting edge of spirituality.

We are looking for qualified leader/facilitators in Southern California who are:

- Deeply committed to developing spirit in your life, in others, in the world.
- Able to creatively adapt the Hearth program for local conditions, cultures and people
- Able to hold and lead a group with their presence
- Experienced in facilitating groups or in group leadership
- Passionate about creating spiritual depth in a trans-traditional community setting
- Able to give a public talk: we sometimes use multi media
- Able to lead a meditation
- Open to feedback and learning
- Able to be appropriately vulnerable and personal while leading a group

We are seeking men and women to begin Hearths any neighborhood in S. Cal. But we have received a grant to train five people to facilitate Hearths in “less affluent neighborhoods.” While this is a labor of love, to several of those who can commit to starting a Hearth by the Spring, we can offer financial support.

The initial training takes place Nov. 8-10 in beautiful cabins at Big Bear Lake, CA. We provide scholarships for trainees who are to open Hearths in less affluent areas, but we ask even those to pay room and board.

In the training you’ll learn how to:

- Deepen and enrich your own spiritual journey
- Ground your spirituality in your daily life, and understand what it means to be spiritual amid the challenges and complexities of our modern world
- Develop sacred relationships that foster mutual openness and discovery
- Skillfully interact with others in ways that invite them to their own spiritual depths and growth
- Facilitate groups in ways that inspire growth in both the individuals and in the group as a whole.
- Create, administer and effectively lead ongoing communities.

The full Hearth Leaders’ training will last approximately one year and will include a second weekend retreat, long distance learning, professional supervision, supportive collegial relationships with other Hearth leaders, and more.

Both the training and the leading of Hearths, has been a life-enriching and deeply rewarding experience for all of us who have participated.

For more information, contact S. Cal. program Director, Melissa West (M.A.) (West@Theforge.org).

How to Apply:

Send email with your experience as a leader/facilitator of groups and why you're interested in the work to West@TheForge.org

National & Global Youth Service Day Assistant, Washington D.C.

NATIONAL & GLOBAL YOUTH SERVICE DAY is a public awareness and education campaign that highlights the amazing contributions that young people make to their communities 365 days a year. On April 20-22, 2007, young people ages 5-25 will lead service projects in areas ranging from literacy and the environment to disaster relief, hunger, and help for the elderly. As the largest service event in the world, engaging millions of young people, National & Global Youth Service Day draws together a remarkable consortium of local, regional, and national partners, while supporting youth on a life-long path of service and civic engagement. Finally, the National & Global Youth Service Day international media campaign educates the public, the media, and elected officials about the role of youth as leaders and community assets.

POSITION DESCRIPTION

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.

Youth Service America seeks an organized, detail-oriented, and dynamic individual to work with the National & Global Youth Service Day team. Position is temporary. Hours per week are flexible (between 22 and 40 hours a week); end date depends on hours per week (sometime between March 31 and May 31, 2006).

YSA is seeking a National & Global Youth Service Day Assistant who will work with the Director of National & Global Youth Service Day and the National & Global Youth Service Day team to:

- Assist with logistical coordination of the Youth Service Institute in December (travel arrangements; coordination with meeting venue, presenters, participants; preparation of materials; etc.)
- Promote grant opportunities and grant winners
- Write profiles of service projects
- Track service projects and work with technology team to post them on-line
- Assist with media outreach
- Work with technology team to update website content
- Disseminate project planning tools and resources
- Write and edit a variety of tip sheets on issues related to planning large service events
- Provide ongoing technical assistance and field inquiries from the public
- Edit materials and correspondence
- Other clerical and administrative tasks as needed.

Additional Qualifications:

Applicants should have:

- Strong oral and written communication skills
- Excellent organizational and time-management abilities
- An interest in event planning and youth service
- Knowledge of Microsoft Excel
- Ability to work independently and as a team player
- A good sense of humor.

How to Apply:

Send cover letter and resume by to:

Sharon Brender

COO

sbrender@ysa.org

Youth Service America (YSA) is an equal opportunity employer that seeks to engage individuals from diverse backgrounds and perspectives.

Executive Assistant, Save the Children, Washington D.C.

Save the Children, the leading independent organization creating real & lasting change for children in need in the U.S. & around the world, seeks Executive Assistant, International Program Management, for Washington, DC office. Will provide administrative and program support, including meeting and travel arrangements, calendar management, reports, correspondence, intranet, data base. Coordinate with US departments and Field Offices.

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Additional Qualifications:

Req: strong organizational, communication and presentation skills; MS Office experience. BA/BS preferred. Administrative experience required; international/NGO a plus.

How to Apply:

Go to <http://www.savethechildren.org/careers/index.asp> for detailed job description & to apply; reference Job #3129. EOE M/F/D/V

Job posted on: September 25, 2006

Executive Director, Citizens' Environmental Coalition, New York

Executive Director Job Announcement:

Citizens' Environmental Coalition (C.E.C.), based in Albany, N.Y., seeks a dynamic Executive Director for 23-year-old not-for-profit that advocates on toxic waste remediation and pollution prevention. Applicants *should* possess proven environmental, communication, fundraising, and administrative skills. Salary: \$45K. Good Benefits / retirement. C.E.C. is an equal opportunity employer. *Send credentials in confidence* to C.E.C. Transition Advisory Committee, 119 Washington Avenue, Albany, N.Y. 12210. Fax: 519-465-8349. Email: [*jobsearch@cectoxic.org*](mailto:*jobsearch@cectoxic.org)

Experience working in minority/low income neighborhoods with environmental justice/health issues a plus.

CEC <http://www.cectoxic.org> was founded in 1983 by people living with the legacy of toxic pollution. They were united in the belief that no child should be born with toxic chemicals in their body, and began to use their collective grassroots power to influence statewide policy, with a mission to eliminate toxic pollution from homes, workplaces, schools and communities by empowering people. Twenty-three years later, CEC has grown into 110 community, labor, faith-based, youth, health and environmental groups and over 14,000 individuals throughout New York State with offices in Albany and Buffalo. We serve as the nexus of local communities, statewide policy discussions and national collaborations.

Our mission is to:

Eliminate pollution in New York State and create safe, healthy communities, schools and workplaces through pollution prevention;

Empower, educate and assist people concerned about environmental problems;
Promote democratic, grassroots advocacy to restore New York's environment;
Strengthen the connection from the grassroots to the statehouse and build effective coalitions;
and

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.

Promote corporate accountability and non-violent social justice values.

How to Apply:

send resume via email to jobsearch@cectoxic.org

or fax to 518-465-8349 attn Matt Yaeger

Job posted on: September 25, 2006