



Career Services Newsletter
April 10, 2007
Volume 3, Issue 5

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Career Related Events

40 Hour Basic Mediation training, May 7-11, 2007, 8:30-5:30, Silver Spring, MD

George Meany Center, 10000 New Hampshire Ave., Silver Spring, near 495, 95 and the BW Parkway

Early bird deadline extended to April 20, 2007

Trainers: Ellen Kandell and Joyce Mitchell

Further information and registration form: See www.alternativeresolutions.net

JUNIOR SCHOLARS' TRAINING SEMINAR, East European Studies of the Woodrow Wilson Center, DC

East European Studies of the Woodrow Wilson Center and the Committee on East European Studies of the American Council of Learned Societies are soliciting applications for the twentieth annual training seminar for junior scholars in East European Studies, to be held August 10-13, 2007, at the historic Wye Conference Center on the Chesapeake Bay in southern Maryland. These scholarships are available only to American citizens or permanent residents only. The sponsors will cover all transportation, accommodation and meal costs. Graduate students enrolled in a doctoral or masters programs and recent graduates in any field of study, working on policy relevant projects related to Southeast Europe or the wider region but dealing with issue that can be credibly linked to issues in the Balkans are eligible. Participants will present their research, discuss the works

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of other junior scholars and exchange impressions of the state of the field with a group of senior scholars.

The application must include the following items:

- * a completed application form (available for downloading at: www.wilsoncenter.org/ees);
- * a curriculum vitae (which must include social security number, institution where degree is expected or was received, title of dissertation and name and department of advisor);
- * a single page, single-spaced statement of the work you wish to discuss - either the dissertation or another project; and
- * one letter of recommendation from advisor.

For more information please visit the EES website: www.wilsoncenter.org/ees or call Jill Palmer at 202.691.4222

Application materials outlined above should be sent by April 16, 2007 to:

EAST EUROPEAN STUDIES c/o Jill Palmer
Woodrow Wilson International Center for Scholars
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue, NW
Washington, DC 20004-3027

202 691 4222 (tel); 202 691 4001 (fax)

e-mail: jill.palmer@wilsoncenter.com

The Junior Scholars' Training Seminar is supported by the Program for Research and Training on Eastern Europe and the Independent States of the Former Soviet Union (Title VIII) of the United States Department of State.

East European Studies

The Woodrow Wilson International Center for Scholars

One Woodrow Wilson Plaza

1300 Pennsylvania Avenue, NW

Washington, DC 20004-3027

tel: 202-691-4000

fax: 202-691-4001

www.wilsoncenter.org/ees

Located in the Ronald Reagan Building

Think Outside the Bomb: A Summit for Young Global Leaders, D.C.

Call for Applications

Students interested in global security issues are invited to apply for the "Think Outside the Bomb" conference in Washington, D.C. on April 21, 2007. The summit aims to encourage today's young leaders to view the pursuit of nonproliferation and disarmament as the special mission of their generation.

At the summit, young leaders will engage in workshops and discussions aimed at equipping them with the tools to effectively educate and raise support for non-proliferation and disarmament on their campuses and in their communities. 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. The summit is free and includes meals and registration.

Confirmed speakers at the summit include:

- Ambassador Thomas Graham, President, Lawyers Alliance for World Security and Former Acting Director for US Arms Control and Disarmament Agency

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- Arjun Makhajani, President, Institute for Energy and Environmental Research
- Susan Gordon, Executive Director, Alliance for Nuclear Accountability
- Alexandra Toma, Director, Peace and Security Initiative
- Peter Kuznick, Director, American University Nuclear Studies Institute
- And many other inspiring and insightful speakers!

To apply to the conference, visit <http://www.aidemocracy.org/totb.cfm>

President's Office Summer Internship, (Washington, DC)

Organization: Ntl Endowment for Democracy

Location: United States (Washington, DC)

Website: www.ned.org

Contact Information: Patrick Thomas

Email: patrickt@ned.org

Fax: 202.378.9407

Description:

The President's Office at the National Endowment for Democracy (NED) is seeking a highly motivated individual to serve as an intern during the 2007 summer and/or fall semesters. The internship provides an opportunity to support the NED staff working in the areas of communications (both press, publications and public events), Congressional relations and the Freedom of Information Act, performing research, writing and administrative work related to these areas. Interns are also exposed to a constant stream of international visitors, speakers and activists who are working in support of democratic development and human rights. The National Endowment for Democracy is an independent, bipartisan, grantmaking organization funded by an annual Congressional appropriation. Its aims are to promote democratic reform and foster civil society worldwide. In 2006 NED made nearly 1000 grants to grass roots organizations in more than 90 countries. NED is also the home of the International Forum for Democratic Studies, the Journal of Democracy, and serves as the secretariat for the World Movement for Democracy. More information can be found at www.ned.org.

Qualification:

The ideal candidate is an undergraduate student with a strong interest in politics and/or international affairs seeking experience in the international non-profit sector. Applicants should possess excellent written and verbal communications skills and a sharp attention to detail. Foreign language skills are a plus, though not required. This position is unpaid. Preference will be given to candidates who can work full-time. Please send a cover letter and resume to Patrick Thomas (patrickt@ned.org)

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Summer 2007 Internship Program at MACRO (unpaid)

Program Summary: MACRO will pair interns with some of MACRO's grant funded projects, with the permission of the grantees. Working closely with the grantees, the interns will go to the sites, interview participants and focus on "lessons learned." MACRO's grant projects range from mediation programs in courts, to public policy facilitation cases, to restorative justice projects, as well as many others. The internship program allows interns to get a first hand look at the outcomes of MACRO projects, some of which involve groundbreaking work in the field.

Program Description: At the beginning of the summer, the interns will meet at the MACRO office in Annapolis for a half day for an overview of the project and for general discussion. Following that, interns will be required to attend weekly meetings at MACRO and each intern will be assigned (collaboratively, with the interns' agreement) to one or more of the grant projects which MACRO has funded or is funding. After MACRO has done preliminary introductions with those at each grant project, the interns will be expected to go to the site of his/her assigned grant to learn about the project and document the "lessons learned" from each of the conflict resolution projects.

The lessons learned may not have been anticipated by the grantees when the projects began but may represent those important understandings which come only through experience and which can be useful to other potential projects in the future. The interns will write a brief report on what they have learned from each of the grant projects assigned to them. At the end of the summer, a session will be held in which each of the interns will share a summary of his/her reports with the other interns, MACRO staff and with the MACRO grant committee.

MACRO will work with each intern to complete any necessary documentation, as needed, for reporting back to the school/university in question.

MACRO will pay transportation costs and other agreed upon expenses.

Internship Program
Maryland Mediation and Conflict Resolution Office
900 Commerce Road
Annapolis, Maryland 21401
410-841-2260
ramona.buck@mdcourts.gov

Organization Spotlight

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.

Fellowships

Internships

The US Engagement with the Global Muslim World Project, DC, Search For Common Ground

at Search For Common Ground (Search-USA) is looking to hire at least one part time intern immediately and full time and/or part time interns during the summer. The internships are unpaid, though a small daily stipend is available to cover transportation costs.

JOB DESCRIPTION: PROJECT INTERN

“U.S. ENGAGEMENT WITH THE MUSLIM WORLD”

A PROJECT OF

SEARCH FOR COMMON GROUND – USA

The Project: The short-term U.S. response to the attacks of 9/11/01 have focused on military and homeland security strategies. But even military leaders have pointed out that while such strategies may win the war on terrorism they will not win the peace - for that, the underlying conditions that contribute to the development of terrorism must be addressed. That is the purpose of this project – “U.S. Engagement With The Muslim World: A National Dialogue to Enhance International Security”. Specifically, the project aims to develop a strong U.S. national consensus among leaders and citizens concerning:

- The conditions that contribute to the development of radical Muslim terrorism,
- The values and interests that should guide our response to those conditions, and
- Strategies for addressing those conditions and thereby increasing U.S. national security.

So how to get from here to there? This project creates a consensus process involving opinion leaders and policymakers from the private as well as public sectors, and representing the widest spectrum possible of viewpoints. The process itself – of dialogue and of the participants’ searching for common ground among themselves – is a major goal of the project. The other major goals are involving the public and the media in the dialogue, and ultimately in influencing leaders and policymakers in constructive engagement between the U.S. and the Muslim world.

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

- Identifying project participants;
- 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;
 - Designing and implementing the public participation and media components of the project;
 - Developing funding requests;
 - 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:

Sana Farid

Search for Common Ground – USA

1601 Connecticut Avenue NW, Suite 200

Washington, DC 20009-1035

Telephone: 202-265-4300

Email: sfarid@sfcg.org

Call for Volunteers, ABA Representation in Mediation Competition – National Finals Omni Shoreham, Washington, DC April 25-27

The ABA is recruiting experienced mediators and attorneys to serve as volunteer mediators and judges for the ABA Representation in Mediation competition. We need volunteer mediators who will serve as mediators for the role-play – the law student competitors will play the roles of lawyers and clients.

Volunteer mediators are required to use a facilitative mediation style so that the student competitors see a consistent style throughout the competition. (Volunteer mediators are NOT judged as a part of the competition!).

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We need experienced attorneys to evaluate and score the quality of representation by the student teams and also give feedback directly to the students at the end of the competition. We are interested in having people with knowledge and/or experience in interest-based negotiation. Volunteers who serve as judges should either be attorneys or well-versed in problem-solving negotiation and the legal skills required to serve as an advocate in mediation.

The schedule for the competition is listed below. Volunteers must be available for one of the following competition rounds:

Round 1 (1:00 – 5:00 PM, Wednesday, April 25th)

Round 2 (8:00 AM – 12:00 Noon on Thursday, April 26th)

Semi-Finals (1 – 5 PM Thursday, April 26th)

The competition is scheduled in conjunction with the ABA Section of Dispute Resolution's annual spring conference. Competition Volunteers can register for the conference at the conference faculty registration rate. For more information about the conference, please visit <http://www.abanet.org/dch/committee.cfm?com=DR013200>

If you would like to volunteer for the competition please fill out a volunteer judge or mediator form. I have attached the volunteer forms and they are posted on the ABA ADR in Law Schools committee site -- <http://www.abanet.org/dch/committee.cfm?com=DR017500> (scroll down on the right under "related resources).

Please let me know if you need any additional information. Thanks very much for your help!

Gina

Gina Viola Brown
ABA Section of Dispute Resolution
Competition Coordinator
ginaviolabrown@gmail.com

Jobs

Online Communications Manager Center for Arms Control and Non-Proliferation, Washington, DC

Center for Arms Control and Non-Proliferation

Council for a Livable World and the Center for Arms Control & Non-Proliferation are looking to significantly expand our online outreach, with a specific focus on social networking. To this end, we have created a new position of Online Communications Manager.

Our goal is to transform our e-mail advocacy from a one way line of communication which consists primarily of us sending e-alerts to our members to a community of activists using the

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Internet as an organizing tool. In this model our supporters still receive alerts from us, but also discuss these alerts with us and each other. We want to make it easy for our supporters to communicate with us and for them to feel that they are involved in a discussion with us. With our assistance they can organize into local and affinity based groups that also take action in the real world (visits with Members of Congress, town hall meetings, lobby days, etc). Using emerging technologies, these chapters can be organized completely on the Internet, without a brick and mortar office or dedicated staff. As supporters' interactions with us and each other become richer, they become more invested in the organizations and more likely to recruit their friends to become supporters as well as support us financially.

The first task of the Online Communications Manager will be to collaborate with current staff to develop a strategic plan for a campaign that will be the basis for the June 2007 launch of an online social network to help us engage our constituents (and vice-versa) during the 2008 election and beyond. The Online Communications Manager will then work with existing staff to implement this plan. He/she will then be responsible to engaging our supporters and coordinating staff resources to optimally implement the strategic plan to develop and expand this social network.

The campaign will likely include (but not be limited to) a number of the following activities:

- E-Appeals for online actions (letters, petitions, contributions etc)
- Maintaining blogs and participating in conversations in other blogs (crossposts back to our sites etc)
- Posting informative articles and managing information on our websites
- Moderating discussion space on our websites
- Using social networking software to create and help organize local chapters
- Local events (town hall meetings, district visits, meetings with our staff and board)
- Online events (online chats with staff, board members, political candidates, and other people of interest)
- Hosting multimedia content on website (podcasts, videos)
- Tracking and responding to new communications trends and technologies

Candidates are expected to have experience in one of the following three subject areas with a strong interest in the remaining two:

- Senate/House/Presidential candidate campaign organizing or Grassroots organizing.
- Blogging, social networking, and so-called Web 2.0 communications.
- Website maintenance and web standards.

Candidates should be comfortable with technology, outgoing, self-motivated, and able to work in a fast paced environment. Good writing skills are an asset.

Salary & Benefits:

Type of work:

Full Time

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Location:

Washington, DC, United States

Languages needed:

Date job appeared on the site:

04/03/2007

To apply:

To apply send resume, references, writing sample and salary history to:

Online Communications Manager Search
Council for a Livable World
322 4th St NE
Washington, DC 20002

Or

Jobs@clw.org

Council for a Livable World and Center for Arms Control & Non-Proliferation are equal opportunity employers.

Chief of Party, Sri Lanka

ACDI/VOCA

For 43 years and in 145 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development consultancy firm that delivers technical and management assistance in agribusiness systems, financial services, enterprise development and community development in order to promote broad-based economic growth and vibrant civil society. ACDI/VOCA currently has approximately 90 projects in 40 countries and revenues of approximately \$89 million.

Chief of Party

We are currently seeking a Chief of Party for potential long term work in Asia. This work is to address disparities in economic development within countries by fostering economic growth in less developed regions through focus on private sector competitiveness, workforce development, and revitalization via microenterprise.

Responsibilities:

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manage all project activities and staff, including those of institutional partners
monitor and approve overall project allocations and expenditures
ensure project achieves monitoring and evaluation plan targets
act as liaison to CTO, other USAID personnel, partners and collaborators

Qualifications:

must have a minimum of ten years of international development experience with at least five years of experience as a Chief of Party or Deputy Chief of Party
prior USAID Chief of Party/Team Leader experience is required
undergraduate degree in business, finance, economics, international development or a related field is required, masters degree is preferred
knowledge of programming in conflict affected countries is essential and specific experience is preferred
experience with policy and ICT is highly desired
experience with creating market linkages is highly desired
demonstrated proficiency in management skills and familiarization with USAID procedures and policies is required
must have experience creating and monitoring value-chain operations
excellent oral and written communication skills required
knowledge of the smoked/dried fish industry highly desired
knowledge of the fruit or rubber industries highly desired
regional experience highly desired

Salary & Benefits:

Type of work:

Consultancy, Full Time

Location:

Sri Lanka

Languages needed:

Closing date:

05/05/2007

Date job appeared on the site:

04/05/2007

To apply:

Email resume to kmarden@activoca.org or apply online at the URL listed above.

More info

Development & Human Rights Coordinator (PEP/07/03), London, United Kingdom

Amnesty International - International Secretariat, London, United Kingdom

Amnesty International (AI) is a worldwide organization working to end human rights violations. As Development and Human Rights Coordinator, you will coordinate Amnesty International's policy development on economic development and human rights with particular reference to economic dimensions of the realisation of Economic, Social and Cultural Rights. You will also advise on the development of Amnesty International's global campaign for Human Dignity as well as research projects and other relevant global strategies.

You will have in-depth knowledge of economic development and human rights and knowledge of economic, social and cultural rights; research and analytical expertise, ability to develop and elaborate research standards and methodologies; good interpersonal skills; project management and organisational skills; excellent communication and networking skills. You will have experience of planning, organizing and prioritising work under pressure, to deadlines, as well as drafting policy and strategy papers.

Salary & Benefits:

Type of work:

Full Time

Location:

London, United Kingdom

Languages needed:

Closing date:

05/04/2007

Date job appeared on the site:

04/04/2007

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To apply:

If you are interested in applying for this post please go to our website www.amnesty.org/jobs for further information.

Programme Manager, Save the Children UK, Hargeisa Somalia

Region: Africa

Town/city: Hargeisa

Country: Somalia

Job type: Contract

Hours: Full-Time

Salary: 27,135 per year (Pound Sterling)

Application deadline: 15/04/07

Start date: ASAP

Duration: 25 months

Save Children UK has over 40 years of experience working in Somalia/Somaliland in the areas of emergencies, education, health, water & sanitation and food security & livelihoods. Save the Children UK is currently working in Hiran region central of Somalia, Puntland and Self declared state of Somaliland unlike the rest of Somalia provides an environment of relative peace & stability with the potential to work in partnership with a credible government administration

Due to successive civil wars that had profound impact to the country's economy has resulted basic services being generally poor. Government of Somaliland requires support not only in reconstruction and development, but in the provision of basic services. SC UK Somaliland programme is aiming to contribute to poverty reduction by improving access to basic quality education and primary health care services. It does this by supporting children and their communities, civil society and Ministry of Education Ministry of Health at all levels, through coordination and advocacy with donors and international organisations to address the root causes of the problem.

Given the nature of this role, it is essential the programme manager have significant experience in managing and delivering development programme in humanitarian context, knowledge of compliance of requirement of major donors and Save the Children Alliances. You will also contribute to strengthening coordination and collaboration within and across programme teams, ensuring constructive communication and positive working environment. Importantly you will represent the programme at all levels in collaboration with Somaliland government, donors and humanitarian community.

Salary & Benefits:

Type of work:



Contract

Location:

Hargeisa, Somalia

Languages needed:

Closing date:

04/15/2007

Date job appeared on the site:

04/04/2007

To apply:

Due to the urgent nature of this position applications may be reviewed on receipt and prior to the closing date.

Save the Children UK aims to be an equal opportunities employer. Recruitment and selection procedures reflect our commitment to the protection of children from abuse and equal employment opportunities.

To help us reduce costs please apply online by visiting www.savethechildren.org.uk/jobs

Senior Programs Manager, Washington DC, Freedom House

Organization:

Freedom House

Location:

United States (Washington DC)

Website:

www.freedomhouse.org

Contact Information:

Jeffrey Mosser

Phone:

202-747-7019

Email:

humanresources@freedomhouse.org

Fax:

202-822-3893

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.

Apply online:

[Click here to apply online for this position >>](#)

Description:

Freedom House, founded in 1941, is a nonprofit, nonpartisan organization that promotes an engaged U.S. foreign policy; evaluates human rights conditions; sponsors public education campaigns; facilitates training and other assistance to promote democracy and free market reforms; and provides support for the rule of law, free media and effective local governance. Freedom House seeks a Senior Program Manager for its Africa Programs. The Senior Program Manager will supervise and provide home office support to all programs in Africa. Under the direction of the Deputy Director of Programs, the Senior Program Manager will supervise and manage support to these projects, as relates to senior staffing decisions, program design and implementation, financial management, fundraising and public relations. In addition, the Senior Program Manager serves as the primary DC-based representative for these programs, including promoting the projects and FH programming in the region to existing and potential funders, media and counterparts; responding to RFA's by writing or supervising the preparation of program proposals in cooperation with field staff; and interacting with partner organizations and existing funders. Specific duties include but are not limited to:

Communicates with field offices on a weekly basis and ensures rapid responses to field requests.

Organizes monthly backstopping meetings between field offices and DC.

Reviews and ensures the timely completion of formal reports and compliance with other provisions required under relevant cooperative agreements and grants.

Assumes a leading role with the DDoP in monitoring and evaluating Freedom House's programs, assessing the performance of projects and consultants/experts.

Conducts site visits and maintains close working relationship with field offices.

Reviews Grant Approval Request Forms (GARFs) from field offices and presents to DDoP and Director of Finance (DoF) for final DC office approval.

Takes a lead role in the hiring of DC-based program officers, program assistants, and interns supporting relevant programs. Coordinates responses to requests from outside funders, governmental organizations and other initiatives requesting information on programs. Reports regularly on specific project activities as requested by outside funders and FH offices, including documenting the successes of programs for FH reports, annual reports, newsletters, website, etc. Supports Freedom House's ongoing advocacy of

democratic governance and human rights issues through occasional presentations and/or contributions to Freedom House publications, articles and other releases.

Assists the DDoP in representing Freedom House before funding organizations as well as identifies new funding sources.

Assists the DDoP and field staff in conceptualizing and designing strategies for current programs as well as new ones.

Assumes a leading role in developing, writing, and submitting funding proposals for current and new projects in the region.

Conducts outreach and liaising for current/potential programs/programming countries and region including liaising with relevant funders, counterparts, and partner groups, gathering and sharing information and new countries, and attending events Reports regularly to the Deputy Director of Programs.

Other duties as assigned.

Please send cover letter and resume by email or fax to:

Jeffrey Mosser Human Resources Director humanresources@freedomhouse.org Fax: (202) 822-3893

Applications will be accepted until the position is filled. Interested candidates must submit a cover letter, resume, and salary requirements. If any candidate does not have all required information, he or she will not be considered. Candidates are also requested to state where they viewed the job advertisement in their applications.

Only candidates who have been selected for an interview will be notified. No phone calls, please.

EOE M/F/D/V

Qualification:

Candidates must have a bachelor's degree, Master or Law degree preferred and a minimum of 5 years experience in democracy building, human rights or legal reform work. Candidates must also have experience managing democracy programs funded by the U.S. Government and private foundations as well as experience in research and writing on democracy building, human rights or legal reform. Qualified candidates will also have experience supervising staff and multiple office functions and experience in one of more regions in Africa. This position will require international travel.

Program Coordinator, International Human Rights Law Institute (IHRLI), with a regional focus on Latin America and the Arab and Muslim world.

[International Human Rights Law Institute \(IHRLI\)](#)

The International Human Rights Law Institute (IHRLI) of DePaul University College of Law engages in academic research, analysis and related activities and manages a variety of human rights projects around the world, with a regional focus on Latin America and the Arab and Muslim world. IHRLI is based at DePaul University in Chicago and has field offices with over 65 staff in Afghanistan, Costa Rica, Egypt and Iraq. IHRLI specializes in transitional justice, international criminal law, work with foreign universities, indigenous rights and human rights research and analysis. Current projects include gathering and analyzing testimonies of past political violence in Iraq, conducting judicial training in Afghanistan, managing clinics to assist indigenous peoples in Central America, supporting the work of truth commissions, and developing programs to support gender justice in Egypt.

Location: United States of America

Closing date: 01 May 2007

Job Description

The International Human Rights Law Institute (IHRLI) of DePaul University College of Law is looking for a unique, creative individual interested in working as part of a team in the design and management of innovative human rights projects around the world. The ideal candidate will be organized, responsible, possess excellent critical thinking, research and writing skills and have the capacity to work independently. The position involves administrative work including organizing conferences and events, aiding in the development of grant applications and assisting with the preparation of publications. However, the position is flexible enough to evolve in relation to the candidate's particular skills and interests, allowing a highly motivated candidate a unique opportunity to play a central role in human rights project development, management, research, analysis and writing. The candidate should have a B.A. and possibly an M.A. and demonstrated interest in human rights and social justice. Fluency in foreign languages preferred especially Spanish and/or Arabic.

Vacancies Contact

Daniel Rothenberg, Executive Director
drothenb@depaul.edu

Churches for Middle East Peace- Part-Time Office Assistant- Washington, D.C.

Region: United States of America

Location: Washington, D.C.

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.

Churches for Middle East Peace

Part-Time Office Assistant

Churches for Middle East Peace (CMEP) is currently seeking a part-time office assistant starting in mid-May. The position is ongoing and would be a perfect job for a college student seeking part-time work as hours are flexible (could also be filled for the summer only, but prefer continuity).

ABOUT CMEP: Formed in 1984, CMEP is a coalition of 22 Orthodox, Catholic and Protestant church bodies and organizations. CMEP advocates for U.S. policies that are conducive to a two-state resolution of the Israeli-Palestinian conflict and the sharing of Jerusalem by the two peoples and three faiths. CMEP engages directly with Congress and the Administration and provides educational materials and advocacy guidance to individuals and congregations throughout the country. For more info, go to www.cmepe.org.

RESPONSIBILITIES:

Manage general office duties with the help of other CMEP staff including: responding to phone/email inquiries, mailing, copying, faxing, filing and assembly of materials.

Recordkeeping, including data entry of emails, contact info and contributions

Format communications for grassroots and donors including newsletters and appeal mailings

Provide regular administrative assistance related to CMEP finances and programs and to CMEP staff.

Help maintain CMEP's advocacy network by formatting email alerts and updating website

Assist with preparation and distribution of written communications to Congressional offices and maintain records of Congressional contacts and Hill visits

Help compile information and conduct research on issues related to CMEP's work, U.S. policy in the Middle East, and members of Congress.

REQUIREMENTS:

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.

We are seeking a resourceful, hardworking and organized individual with excellent administrative and office skills as well as writing, editing and communication skills. Proficiency in Microsoft Word, Outlook, Excel, Access are necessary as well as comfort with the internet and website programs (experience with FrontPage a plus). Must be detail-oriented and able to work independently. Interest and background in Middle East issues preferred.

Hours and Salary: 2 days (or 16 hours) per week; \$12 per hour

To apply: mail or email a resume and cover letter by May 21, 2007 to:

Julie Schumacher Cohen, Legislative Coordinator

Churches for Middle East Peace

110 Maryland Ave, NE #311

Washington, DC 20002

julie@cmep.org

Program Associate, Americas Program, United States (Atlanta, GA)

Organization: The Carter Center

Location: United States (Atlanta, GA)

Website: www.cartercenter.org

Contact Information : Sabrina Burnett

Email: scallah@emory.edu

Fax: 404-420-3818

Description:

The Carter Center is guided by a fundamental commitment to human rights and the alleviation of human suffering; it seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health.

The Program Associate for the Americas program will conduct research on, designs, implements, and coordinate Americas Program activities, including Inter-American Relations projects and in support of the Council of Presidents and Prime Ministers, and the Friends of the Inter-American Democratic Charter. This position works with relevant consultants and external experts to achieve project goals, as well as, works with Project Manager to develop budgets and proposals, and to manage grants and project materials and information. He/She will assist in coordination of meetings, travel and conferences for assigned projects and serve as intern supervisor and may supervise graduate assistants.

Qualification:

A high level of oral and written Spanish is required and the successful candidate will have a Master's degree in political science, economics, Latin American studies, or international affairs or development, or law degree, and two years of related work experience as well as extensive knowledge of Latin America and project management experience with an NGO, international agency or government agency

Program coordinator of short-term educational travel for the Center for Global Education, Minneapolis office.

Program coordinator, international travel seminars: this position will

plan and coordinate the development and implementation of 15-25 short-term educational international travel seminar programs annually for academic and non-academic institutions across the U.S. and Canada. The programs are handled at the Center's five permanent sites in Central America and Southern Africa, as well as in selected other locations. This position will coordinate with external sponsors, staff at the Center's sites, and consultants in other locations.

Qualifications are an advanced degree equivalent to a master's degree and at least one year of relevant experience required. Candidates must have supervisory experience, prior international travel/study (preferably to Latin America), experience with Microsoft Office, and be proficient in Spanish. Knowledge of Microsoft Project and higher education experience preferred. The application deadline is May 18. The start date is July 11.

Please visit Augsburg College's website for a more detailed description and application procedures: www.augsburg.edu/hr.



Alice Kloker
Program Director, International Travel Seminars
Center for Global Education at Augsburg College
2211 Riverside Ave., Campus Box 307
Minneapolis, MN 55454

Tel: 612.330.1385 or 800.299.8889

Fax: 612.330.1695 Email:

Deputy Chief of Party, Iraq (Baghdad)

Organization:

IFES Democracy at Large

Location:

Iraq (Baghdad)

Website:

www.ifes.org

Contact Information:

Bruce Papendick

Phone:

202-350-6700

Email:

bpapendick@ifes.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.**

Fax:

202-452-0804

Apply online:

[Click here to apply online for this position >>](#)

Description:

Position: Deputy Chief of Party Division: MENA Location: Baghdad, Iraq

About IFES: IFES is an international, nonprofit organization that supports the building of democratic societies. IFES provides targeted technical assistance to strengthen transitional democracies. Founded in 1987 as a nonpartisan, nonprofit organization, IFES has developed and implemented comprehensive, collaborative democracy solutions in more than 120 countries.

Project Description: IFES is a key member of the International Electoral Assistance Team (IEAT), working in Baghdad in support of the Independent Higher Electoral Commission (IHEC) of Iraq. The IEAT provides both advice and assistance to the IHEC across the full spectrum of areas of responsibility that the IHEC will need to administer the next election(s) in Iraq. No election date has been announced so far, but essential development in the IHEC ability to develop and manage a range of systems to enable the elections to be successful is required.

Responsibilities: The position will involve collaboration with and support to the Chief of Party (CoP) on all aspects of the administration of the office including day to day management of staff, financial oversight and budget management, and personnel management. In addition, certain programmatic responsibilities will fall within the remit of the deputy. These will be dependent on the experience of the Deputy and will be determined in conjunction with the CoP. Qualifications and Experience: • Experience working in conflict or immediate post conflict environments; • Minimum of 7 years of experience in international program management; • Bachelors degree required; Masters degree highly desirable; • Previous experience working in a deputy role preferred; • 3-5 years supervisory experience; • Proven track record of managing elections assistance or civil society projects in developing countries; • Proven leadership, staff management, project administration, and financial management skills are required; • Experience of monitoring and evaluation mechanisms; • Experience with financial tracking programs, spreadsheets and forecasting tools; • Experience with USAID Regulations; • Solid and proven proposal development skills; • Ability to travel frequently; • Competency at Excel, Quicken, and Microsoft Project; • Ability to manage and develop local relationships;

Successful candidate will be able to demonstrate the following attributes: • Capacity to work well with minimal supervision; • Strong oral and written communication skills; • Demonstrated initiative and problem solving skill and results delivery; • Ability to meet

deadlines; • Excellent interpersonal/representational skills ; • Professional, collaborative management approach with the ability to work as a member of a team.

Applying: Applications will be accepted online only, through the IFES website. To apply visit our careers website at <http://www.ifes.org/careers.html>. Then follow the instructions on how to upload your resume and answer prescreening questions. A cover letter is welcome and can be placed in the applicant notes section.

EEO/V/D/M/F #16-07

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