



Career Services Newsletter  
April 13, 2007  
Volume 3, Issue 6

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Welcome to the ICAR Career Services Newsletter.

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

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## Career Related Events

### ***American Bar Association Section of Dispute Resolution Conference***

Attend the upcoming American Bar Association Section of Dispute Resolution Conference at no charge by agreeing to work as a Faculty Assistant, DC.

Work 1-3 Days and Attend for Free!

April 26-28, 2007

Dear Friend

Attend the upcoming American Bar Association Section of Dispute Resolution Conference at no charge by agreeing to work as a Faculty Assistant! The conference will be held in Washington, DC on April 26-28, 2007.

Northern Virginia Mediation Service been asked to provide the ABA Section of Dispute Resolution with up to 30 Faculty Assistants who agree to work from one to three days of this conference.

Duties: Faculty Assistants will manage the administrative aspects of each workshop session to distribute materials, organize the workshop rooms, and assure that the workshop needs of presenters and attendees are met. Faculty Assistants must commit to work one, two, or three entire days (7am-5pm) and typically are able to work the sessions they wish to attend that day. Faculty Assistants provide their own lunch, but will be fed if additional lunches are available. This value is worth up to \$480 and is a very special opportunity.

This 9th Annual Conference, ADR In Bloom, is one of the largest and most well-attended ADR events of the year. Conference information can be viewed at Conference Info

If you are willing to serve as a Faculty Assistant at this conference, please contact us at [communitymediation@nvms.us](mailto:communitymediation@nvms.us) by Friday, April 13, 2007! Provide us with your full contact information, including name, address, daytime telephone, e-mail address, and specify which dates you can work. Work dates/times are April 26, 27, and/or 28 from 7 am to 5 pm. (Again,

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you will need to work as a Faculty Assistant for at least one entire day!)

This opportunity will be limited to the first 30 respondents!! We hope to see you at the ABA Conference in April.

Again, please click below to respond to [communitymediation@nvms.us](mailto:communitymediation@nvms.us) by Friday with your full contact information and day(s) available if you can take advantage of this wonderful opportunity to attend the ABA Conference! And if you have already responded, you don't need to contact us again!

NVMS Staff

· NVMS

email: [communitymediation@nvms.us](mailto:communitymediation@nvms.us)

phone: 703-993-3656

web: <http://www.nvms.us>

## Organization Spotlight

### Fellowships

### Internships

### ***Vacancies and Internships at EPLO - European Peacebuilding Liaison Office, Brussels***

EPLO is looking for a programme assistant starting in April 2007 for a 5-6 month period. Please note that unfortunately our internships are unpaid.

Job Title: Programme Assistant

Purpose of Job: Support the work of EPLO working groups and activities

Tasks:

Key role in the development of a project on the creation and design of a civil society database for EPLO  
Contribute to the EPLO conflict prevention newsletter and to the EPLO internal newsletter, including some press and information work  
Produce briefings and news reports for EPLO  
Follow and report regularly on the EU conflict prevention policy  
Administrative and organisational tasks as appropriate

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The applicant should be able to write proficiently in English, have the ability to meet deadlines, and have a good sense of humour. Knowledge of French and a background in conflict prevention and/or European politics are advantages.

Please apply by sending your CV and a cover letter (preferably by email) to:

Philippe Bartholmé, Policy Officer, EPLO  
Rue Belliard 205, B-1040 Brussels  
pbartholme@eplo.org

Deadline for applications: 10 April 2007

Vacancies at EPLO member organisations

Saferworld: UN Liaison Officer (New York-based consultant)

International Center for Transitional Justice: Development & EU Affairs Manager (Brussels)

International Alert: - West Africa Gender Project Manager (Monrovia, Liberia)  
- Gender and Security Project Manager  
- Finance Officer

Nonviolent Peaceforce: Fundraiser (Sri Lanka)  
Finance and Administration Officer (Brussels)

Internships at EPLO member organisations

International Alert: Communication Intern

World Vision: Internship European Office (Brussels)

ECCP: GPPAC Knowledge Generation and Sharing Internship

Search for Common Ground: Internships (Washington)

### ***Internship Opportunities with Northern Virginia Mediation Service, Fairfax, VA***

The Northern Virginia Mediation Service (NVMS) has opportunities for students to perform credit-based internships for the Spring and Summer of 2007. Interns develop skills in mediation and conflict resolution, communication, client service, administration, case management, training design and delivery, marketing and non-profit management. Interns also have the

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opportunity to work closely with a dedicated group of staff, mediators, and trainers. The following internships are available beginning in January 2007:

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

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

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

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

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

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

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

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

To apply, complete the Application at <http://www.nvms.us/forms.htm> and fax to 703.993.3551 or submit a resume to [davidemichael@nvms.us](mailto:davidemichael@nvms.us)

***Interviews will be scheduled until internships are filled***

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

## ***Summer 2007 Internships at Institute for Multi-Track Diplomacy***

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

Currently, interns are working on conflict resolution projects in Georgia, Kashmir, Nepal, Liberia, Libya, Ethiopia, Somalia, Japan, Korea, and China. Projects range from Training diplomats to assisting indigenous civil society leaders to build healing and reconciliation in their countries.

IMTD is looking for someone with the ability to apply focus as a program officer for its peace building programs. Ability to provide technical services in publication and web management is also valuable. Responsibilities include research and coordination of projects and scholarly work. The position is for 20- 40 hours a week and is 90% substantive work on a specific program area focus to which the intern is assigned.

Interns will have the opportunity to research and coordinate for our programs as well as visit embassies and attend conferences. Several of our interns have had the opportunity to travel in the course of implementing our projects. Applicants should show high level of aptitude and interest in conflict analysis and resolution related to one or more of our areas of focus.

To apply please send a resume and a cover letter to Erica at [esewell@imtd.org](mailto:esewell@imtd.org)

## **Jobs**

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

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## 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 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

Location:

Washington, DC, United States

Languages needed:

Date job appeared on the site:

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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, knowledge of programming in conflict affected countries is essential and specific experience is preferred***

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:

- 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

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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@acdivoca.org](mailto:kmarden@acdivoca.org) or apply online at the URL listed above.

***Development & Human Rights Coordinator. Amnesty International - International Secretariat, London,***

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.

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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

To apply:

If you are interested in applying for this post please go to our website [www.amnesty.org/jobs](http://www.amnesty.org/jobs) for further information.

***Programme Support Officer, Concern Worldwide, Kirundo, Burundi***

Job Purpose:

The Project Support Officer will support the Kirundo Project Manager and the ACD Programmes in researching and writing reports/proposals which will be the basis of Concern's search for funding the activities in Kirundo. The Project Support Officer will also be responsible for producing the field report for activities in Kirundo (which is part of the overall field report for Burundi sent to HQ), as well as the relevant parts (eg case studies) of the MAPS Annual Report as agreed with the line manager.

Duties & Responsibilities:

Over the course of April 2007-April 2008, the Project Support Officer will produce (on or before the deadline dates agreed with the line manager)

- a proposal covering entry point activities
- a proposal covering longer term activities
- monthly field reports
- regular research briefings covering subject areas relevant to the planned intervention
- relevant parts of the MAPS Annual Report as agreed with the line manager

#### Person Specification

##### Essential:

- Masters in an appropriate discipline
- Minimum 1-2 years experience working in Africa, preferably with some experience of the working environment in Burundi
- Strong training and writing skills;
- ability and willingness to work as part of a multi-cultural team;
- motivation to visit field sites regularly;
- a sensitive approach to advising and mentoring programme staff;
- fluent re written and verbal communication skills in English and French;
- dynamic and willing to take initiative to complete assigned tasks;
- computer literate;
- ability to manage time and meet deadlines

##### Desirable:

- Experience working in an international NGO, as well as with participatory assessment and research (or other qualitative) methods

##### Salary & Benefits:

##### Type of work:

Accommodation Provided, Contract, Full Time

##### Location:

Kirundo, Burundi

##### Languages needed:

French, English

##### Date job appeared on the site:

04/04/2007

To apply:

Interested and suitably qualified parties should send their application to [hrenquiries@concern.net](mailto:hrenquiries@concern.net)

[More info](#)

## **Gender Based Violence (GBV) Advisor, Dublin, Ireland, Concern Worldwide**

### Background

Within its Strategic Plan 2006-2010, Concern is committed to incorporating GBV prevention and response activities into its programmes. Indeed, the Strategic Plan states that all Concern programmes will “incorporate appropriate GBV prevention and response activities, based on solid GBV analysis and within a wider multi-agency, integrated and coordinated response”.

In addition, a GBV Working Group has been established with a responsibility to develop GBV strategies and actions for the organisation and to review the recommendations made by the Irish Consortium on GBV and suggest and prioritise realistic actions for Concern (GBV Working Group ToR).

In 2005, Concern developed an Equality Policy and started mainstreaming equality within the organisation and its programmes. Section 2.2 of the Equality Policy highlights the need for a specific focus on gender inequality.

Accordingly, any efforts to understand and address GBV in Concern’s substantive work must be located within the larger framework of gender analysis and inequality.

Concern believes that in order to design and implement good programmes, a number of cross-cutting issues should be addressed coherently, including gender, equality, GBV, HIV&AIDS and humanitarian protection. The GBV Advisor will cooperate very closely with the Equality Officer, the HIV & AIDS Advisor and the Humanitarian Protection Advisor.

### Job Objectives

1. To lead the development of the organisation’s policy and approaches towards integrating gender and GBV analysis and mainstreaming into programming.
2. To lead the development and implementation of the organisational strategy and Action Plan in relation to gender and GBV.
3. To lead an interdisciplinary, cross-departmental working group to strengthen the integration of gender, including GBV, into Concern programming through the development of an integrated training programme looking at crosscutting issues i.e. gender, equality, protection, GBV, HIV&AIDS, Human Rights and accountability.

### Key responsibilities

1. Organisational policies and strategies
  - The Advisor will be a key member of Concern’s GBV Working Group to guide and facilitate the development and implementation of the Action Plan.
  - To develop operational timelines and performance standards for the Action Plan.

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- To develop a strategy to ensure an organisation-wide understanding of gender, gender equality and GBV.
- To establish and lead a cross departmental team in developing the integrated training programme looking at crosscutting issues, i.e. gender (if not included under the Advisor's mandate), equality, protection, HIV&AIDS and accountability.
- To contribute to Concern's organisational policy, strategic development and general programming work through active participation in organisational programming discussions, and through making proactive suggestions on improving Concern's approaches and strategies in relation to gender and GBV interventions.

## 2. Overseas Technical Support

- To provide specialist support and clear guidance to Concern in the area of gender and GBV prevention and response in both emergency and development contexts and to function as a resource person on gender and GBV to headquarters staff and the country teams;
- To assist the Overseas Directorate in mainstreaming gender and GBV analysis into all programmes. Provide technical support on the design of gender and GBV elements to new and existing programmes.
- To facilitate project reviews and evaluations, as requested.
- To provide or facilitate the provision of appropriate training for staff in gender, gender equality and GBV issues and take the lead in the development and delivery of the integrated training programme.
- To provide support to country teams in analysis, design, implementation and monitoring and evaluation of Gender and GBV programmes, ensuring that appropriate systems and tools are in place in each country to collect and monitor relevant data and ensure that information is used to modify programme responses.
- As a strategy for preventing GBV through environment change, to support fields in their development of local mechanisms and interventions to empower women and girls and to protect them from future violence.

## 3. Staff Development

- To conduct training, workshops and seminars on gender, gender equality and GBV, as appropriate to realise the Action Plan, both at headquarters and in Concern's countries of operation.
- To lead a cross-departmental team in developing and delivering an integrated training programme.
- To develop and make available appropriate gender, gender equality and GBV training modules.
- To build the capacity of staff to assess the pattern and prevalence of GBV design and implement appropriate programme responses to it, and monitor and evaluate the impact of these changes and of the training that needs to be delivered.

## 4. Networking, representation, and information sharing

- To establish and maintain links with other national and international organisations, institutions or professional groups in relation to gender, gender equality and GBV issues.
- To represent Concern to relevant institutes, universities, organisations, and donors in areas related to gender, gender equality and GBV issues (including the Irish GBV Consortium).

## 5. Research and Learning

- To contribute to on-going organisational learning and competence development on gender and GBV.
- To support documentation of the organisation's experience in GBV prevention and response programming interventions.
- To source and make available technical guidelines and best practice papers, as required.

## 6. Liaison

- To liaise closely with Concern's Humanitarian Protection Adviser, Equality Officer and HIV/AIDS and Health advisors.
- To liaise with a wide range of staff across the various directorates, particularly Overseas (including Emergency) and the Advocacy Unit, Policy and Human Resources.

## Person Specification

- A relevant third level qualification is essential together with a theoretical knowledge of the principles of gender, equality and GBV;
- Demonstrated understanding of gender issues worldwide, particularly the relationship between social and cultural norms, politics, economics and gender-based violence;
- Proven commitment to collaboration in programme development and implementation;
- Strong analytical skills.

## Essential experience

- Minimum of three years experience in a programme that involve area(s) of gender gender-based violence, protection, gender or human rights in developing countries/emergency situations, preferably with an NGO. This should include two years at management level;
- Experience in programme, management and project planning and monitoring;
- Experience conducting assessments in community development and in employing participatory approaches;
- Experience in conducting training sessions and in the delivery of Training of Trainers courses;

## Desirable qualifications

- Previous experience with direct service provision to victims of domestic and sexual violence desirable;
- Knowledge of challenges of working with and through local partners;
- Experience of working with sustainable development programmes;
- Experience in working and coordinating with the UN, EU, international and national NGOs and government agencies. Ability to build relationships/partnerships with these;
- Familiarity with Concern systems.

## Special skills

- Strong communication skills and proven ability to lead the collaboration of various actors and organisations;
- Ability to work well in unstable security environments and under administrative and programmatic pressures;

- Fluency in English, competency in French highly desirable;
- Ability to work in multi-disciplinary, inter-departmental teams;
- Commitment to working with a value-based organisation;
- Good interpersonal and team building skills;
- Experience in working in multi-cultural teams;
- Ability to write clear and concise reports/proposals;
- Able to work independently while being a strong team player;
- Ability to work under pressure
- Cross cultural awareness and sensitivity
- Computer literate

Location: Dublin based with frequent travel.

Contract: 2 year Fixed Contract

Concern receives a substantial amount of funding from external donors each year. Increasingly donors are introducing requirements whereby future funding is conditional on Concern ensuring that the names of any new employee or volunteer do not appear on terrorism lists generated by the European Union (List of person, groups and entities to which Regulation (EC No. 2580/2001 applies), the US Government (Office of Foreign Assets Control list of specially designated Nationals and Blocked Persons) and the United Nations (Consolidated List).

Any offer of employment (either paid or voluntary) with Concern Worldwide will not be made pending a clearance check being conducted on the applicant. For additional information please consult our web site or contact the Human Resource Division in our Head Office.

By submitting a formal application for paid or voluntary employment to Concern, you agree to Concern carrying out a clearance check as outlined above and that Concern will not proceed to recruit you should your name appear on any of the aforementioned lists

Concern Staff Code of Conduct and Programme Participant Protection Policy.

Concern has a Staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this context staff have a responsibility to the organization to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Programme Participant Protection Policy and the Concern Staff Code of Conduct as an appendix to their contract of employment. By signing the Programme Participant Protection Policy and the Concern Staff Code of Conduct candidates acknowledge that they have understood the contents

of both the Concern Staff Code of Conduct and the Programme Participant Protection Policy and agree to conduct themselves in accordance with the provisions of these two documents.

**Salary & Benefits:**

€32,953 – 42,109 EURO

**Type of work:**

Full Time

**Location:**

Dublin, Ireland

**Languages needed:**

**Closing date:**

04/20/2007

**Date job appeared on the site:**

04/04/2007

**To apply:**

Applications for the above positions should be addressed to Susan Begg, Concern Worldwide, 52-55 Camden Street, Dublin 2, Ireland, or emailed to [susan.begg@concern.net](mailto:susan.begg@concern.net)

***Area Programme Manager, North Darfur, (Abushouk and El Salaam camps), Senegal***

**Oxfam Great Britain**

**Who we are**

For the last four years, a widespread conflict across the Sudan has led to the displacement of almost 2 million people across Darfur. Most remain in IDP camps and are exposed to disease, poor sanitation, the dangers of drought and the risk of violence. We at Oxfam started to work in the region in 2003 and scaled-up our operations the following year, establishing integrated public health emergency programmes that reach 650,000 people in 16 different locations. We also work with other agencies and local technicians to implement an ambitious strategy, which aims to address the key need of clean water and sanitation.

**The role**

Your responsibility will be our Abushouk, and El Salaam camps in North Darfur, where you'll effectively and efficiently implement our programme, in accordance with objectives, activities and targets outlined within our current donor proposals. Making sure we have the ability to react to the continual changes in the region, you'll work closely with government bodies, NGOs and other aid organisations to provide more relevant public health and livelihood support, in the context of entrenched crisis and long-term displacement. You must also liaise with our

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administration, logistics and finance departments, as well as strive to ensure the most effective use of natural resources, promote the role of women and encourage community participation.

What we are looking for

As you might expect, this role demands an extensive background in emergency and development work, as well as knowledge of all relevant issues. Able to draw on experience of working in insecure environments, you'll appreciate the security implications and know how to overcome potential problems. With previous exposure to working with other NGOs, you'll fully understand the Red Cross Code of Conduct, the People in Aid Code and other international protocols. What's more, you'll be a proven manager who can effectively negotiate and work in a variety of cultural contexts. Fluent English is vital, while Arabic is advantageous.

Salary & Benefits:

£17,950 + £3,000 hard to work allowance (net per annum) (1 Year Fixed-term contract)

Type of work:

Full Time

Location:

North Darfur, (Abushouk and El Salaam camps), Senegal

Languages needed:

English, Arabic

Closing date:

04/21/2007

Date job appeared on the site:

04/05/2007

To apply:

We at Oxfam have the strong belief that every single aspect of our work can lead to a positive outcome. If you have the same opinion, together with the ability to meet the challenges involved, this role offers scope for immense personal fulfilment – as well as outstanding opportunities to develop your career. For further information and details of how to apply, please visit [www.oxfam.org.uk/jobs](http://www.oxfam.org.uk/jobs) quoting ref INT2177.

Closing date: 21st April 2007.

At Oxfam we are committed to ensuring diversity and gender equity within our organisation and strongly welcome applications from female and under-represented groups.

## ***Associate Outreach Officer (P-2), The International Criminal Court, Hague, Netherlands***

The International Criminal Court offers a competitive remuneration package in accordance with the United Nations common system of salaries, allowances and benefits.

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The package consists of a basic salary and a post adjustment reflecting the cost of living in The Hague, 30 days annual vacation, attractive relocation package, rental subsidy, periodic travel to home country, additional allowance may be granted for dependents, school fee allowance, competitive social security scheme.

Applications must be accompanied by a fully completed ICC Personal History Form. The ICC will not accept other than the ICC Personal History Form.

THE LEVEL OF THIS POST IS SUBJECT TO CLASSIFICATION.

Vacancy Announcement No. 07-INF-021-RE

Deadline for Applications 22.04.2007

Post number OPS-3430-S-P-2-4021

Duty Station The Hague

Organizational Unit Outreach Unit, PIDS, Registry

Type of Appointment and duration One year with the possibility of extension (six months probationary period)

Minimum net annual salary (single rate) € 48,879 (subject to change) tax-free

#### DUTIES AND RESPONSIBILITIES

Under the supervision of the Head of the Outreach Unit, the incumbent

Under the supervision of the Head of the Outreach Unit, the incumbent

- Assist and advise the Head of the Outreach Unit in supporting the Court's field outreach activities through various communication tactics
- Ensure sustained information flow between Headquarters and field offices;
- Prepare weekly/fortnightly briefs on field outreach activities and for distribution to all Organs, field staff and general public;
- Collect and analyse information from diverse sources and help to assess potential impact, as well as to evaluate the effectiveness of outreach activities and information campaigns;
- Enhances access to information related to field outreach activities and reports through various media with emphasis on the internet
- Prepare consolidated agendas of outreach activities regarding ICC including activities organised by third parties;
- Prepare responses to inquiries related to Court's field outreach activities and public information, including monitoring reports and/or outreach products prepared by third parties;
- Research and develop database of institutions or organizations consistent with general outreach in the Court's operational zones;
- Assist and advise on content and develop simplified publications and audio-visual outreach products;
- Participate in pre-selection of candidates and supervise outreach interns and/or visiting professionals;
- Research through open sources preliminary assessments on information needs and opportunities in new situations where the Court will operate;
- Ensure timely logistics and other support for field offices;
- Other duties as required,

#### QUALIFICATIONS AND EXPERIENCE

#### QUALIFICATIONS AND EXPERIENCE

Advanced university degree in communications, journalism, social science, political science, law or humanities. 2 years of progressively responsible professional experience in outreach, communications or public relations at the international level.

#### Other Skills

Communication – Good understanding of approaches, tools and methodologies related to planning, executing and monitoring outreach programmes and communications campaigns, campaign management, market research, message targeting, impact evaluation. Strong communication skills (spoken, written, public speaking and presentational), particularly in preparing reports that are clear and concise and intelligible to an audience of generalists; ability to present sensitive issues; demonstrated ability in pro-active media relations and public relations. Planning and organising - Good planning and organisation of own work; Teamwork - Good interpersonal skills;

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ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.

Client orientation - Ability to establish and maintain effective relationships with colleagues, other staff, and outside collaborators. Technology Awareness – Fully proficient computer skills and use of relevant software and other applications, such as, word processing, PowerPoint or equivalent, graphics software, and internal databases.

#### **KNOWLEDGE OF LANGUAGES**

Fluency in French and English. Another official language of the Court would be considered an asset. (Arabic, Chinese, Russian, Spanish)

NB:

The Court reserves the right not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.

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#### **TO APPLY**

Please carefully read and follow the Guidelines to applicants.

Send your application and submit a fully completed Personal History Form, preferably via email, to:

applications@icc-cpi.int

(Please indicate the Job vacancy number in the email subject line)

Fax: +31 70 515 8553

(Use this number for applications only)

ICC - International Criminal Court  
Recruitment - HR  
P.O. BOX 19519  
2500 CM The Hague  
The Netherlands

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### ***Project Manager he Directorate for Public Governance and Territorial Development (GOV), Paris, France***

Salary Information

Reference:

002210

Grade:

A4

Please apply before midnight, Paris time, on:

25/04/2007

We are an equal opportunity employer and we encourage all qualified candidates to apply.

The OECD is a unique forum where the governments of 30 market democracies work together to address the economic, social and governance challenges of the globalising world economy, as well as to exploit its opportunities.

POSSIBLE VACANCY

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**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.**

PROJECT POST – FIXED TERM APPOINTMENT OF ONE YEAR (possibility of extension)  
TO BE FILLED AS SOON AS POSSIBLE

The Directorate for Public Governance and Territorial Development (GOV) helps member countries to achieve high standards of effective and good governance in a rapidly changing economic and social environment. It analyses how governments manage the public sector, improve service delivery, implement regulatory reform, and make policy implementation more coherent. It provides comparative data and analysis, develops recommendations on best practices, facilitates peer review, and identifies emerging challenges.

We are looking for a Project Manager to co-ordinate the work necessary to ensure the publication in November 2009 of the first edition of Government at a Glance. This is a major project in the Directorate that will provide key indicators of good government and efficient public services to help member countries to better assess, plan and measure their public sector reform agenda. Full details are available at: [www.oecd.org/gov/indicators](http://www.oecd.org/gov/indicators).

The position will require strong networking skills, a good understanding of public governance, an ability to write well, a solid background in economics and a close familiarity (or a willingness to become familiar) with the System of National Accounts.

The selected candidate will work in the Public Sector Management and Performance Division (PSMP), reporting to the Head of Division, and working closely with other professional staff in the Public Governance and Territorial Development Directorate. A Deputy Project Manager may be appointed by secondment. The Project Manager will work in close collaboration with the Public Governance Committee Government at a Glance Steering Group.

Job Duties:

1. Management of key relationships

- Manage relationships with senior technical and policy staff in member governments, particularly through the PGC Government at a Glance Steering Group, to ensure policy relevance.
- Manage relationships with OECD governance and public management staff to ensure that new surveys and data collection efforts are rigorous and conceptually consistent with Government at a Glance priorities.
- Manage relationships with OECD staff in departments dealing with taxation and economics to ensure that there is consensus on the approaches taken.
- Manage relationships with the academic and technical communities to ensure that the project remains based on a firm technical consensus.

2. Strategy development

- Identify ways forward towards the development of indicators that are priority/high impact.
- Identify topics and resources for key technical publications, based on well-founded public management, economics and accounting concepts, which provide practical ways forward in key aspects of measurement.
- Ensure the timely production of a major Working Paper, showing clear steps towards the identification of a core set of high impact indicators, in November 2007.

3. Technical leadership

- Manage the harmonization of data, ensuring in particular consistency between modified Classification of the Functions of Government data, central and sub-central revenue data and data concerning mode of production and employment.
- Co-ordinate with other OECD staff who are developing new financial datasets (central government revenues and tax expenditures etc.) to ensure their consistency with other datasets and their relevance for Government at a Glance.
- Co-ordinate with OECD staff responsible for managing relevant software and for ensuring data input.

Qualifications: education, experience, communication and languages

1. Education and experience

- An advanced university degree, preferably in economics or public management (or related area).

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- At least eight years' experience in public management as a senior practitioner or researcher.

## 2. Key competencies

- Strong conceptual ability and capacity to produce high-quality analytical work.
- Good judgment in dealing with complex and sensitive policy issues.
- Strong interpersonal skills, with a proven ability to: work effectively with teams in a multicultural environment; interact effectively with delegations and authorities in member and non-member countries; and promote collaboration across organisational boundaries.
- Ability to establish plans and priorities and advance initiatives with high energy and commitment. Proven capacity to produce high quality results on a timely basis and according to budget.
- A good understanding of public governance
- A solid background in economics and a close familiarity (or a willingness to become familiar) with the System of National Accounts.

## 3. Communication and OECD official languages

- Ability to effectively communicate the key messages of complex policy issues to a range of actors.
- Excellent oral and written communication skills in one of the two official languages of the OECD (English and French); working knowledge of the other language.

NB. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

## ***The Center for Economic and Social Rights (CESR): Senior human rights researcher, Madrid***

The Center for Economic and Social Rights (CESR) is looking for an experienced human rights researcher to undertake research and advocacy projects on specific economic, social and cultural rights issues around the world.

CESR is an international NGO based in New York and Madrid which works to promote and protect economic and social rights around the world. Using innovative and inter-disciplinary methods drawn from the social sciences as well as international law, CESR exposes patterns of preventable deprivation and pressures governments of north and south to live up to the full range of their human rights obligations. CESR works with marginalized communities to secure access to health, education, shelter and other means essential for all human beings to live with dignity.

### Job description

Under the supervision of CESR's Research Director, the senior researcher will coordinate and carry out research and advocacy projects aimed at addressing obstacles to the effective realization of particular economic and social rights in specific settings.

### Responsibilities include:

- designing and managing complex research projects including leading multidisciplinary investigation teams;
- applying a range of field and desk-based research methods to investigate, analyse and document patterns of economic and social rights violations;

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- forging and maintaining excellent working relationships with human rights activists, development practitioners, and other relevant partners and contacts;
- producing authoritative and compelling reports and other targeted research and advocacy materials, often to tight deadlines;
- devising effective advocacy strategies in collaboration with the affected communities and civil society partners;
- contributing to CESR's ongoing efforts to develop more effective research and advocacy tools on economic and social rights worldwide, by helping to transfer the lessons learned from country research projects.

There is a strong preference for the position to be based in CESR's main office in Madrid, although CESR is open to considering the post being based elsewhere. The senior researcher will be expected to undertake frequent travel for research and advocacy purposes. CESR offers competitive terms and conditions for suitably qualified candidates. CESR will pay reasonable relocation expenses and will assist employees in obtaining the necessary work authorization.

#### Qualifications

The ideal candidate will have at least three years of experience in empirical research (including field research) in human rights. S/he must have excellent field research and analytical skills; the ability to produce high quality written material under tight deadlines; excellent oral and written communication skills in English and strong advocacy abilities.

In-depth knowledge of international human rights law and a keen understanding of the conceptual, strategic and practical challenges of advocating for economic, social and cultural rights in the contemporary context are required.

Candidates should have experience of working in culturally diverse environments and demonstrate sensitivity to different audiences, as well as proven ability to work effectively as part of a team and to take responsibility for supervising the work of others.

It is highly desirable to have: fluency in Spanish or French; expertise in the field of human rights and public health or education, or other thematic areas of particular relevance to CESR's mission and research program; and familiarity with the political, social, economic and human rights context in one particular region of the world, preferably through extended periods of living or working in the region.

#### How to apply

Interested candidates should send a CV, an original writing sample and a cover letter outlining their suitability for this position by email to Lydia Vicente at: [lvicente@cesr.org](mailto:lvicente@cesr.org)

The deadline for applications is 23 April 2007.

In view of the volume of applications anticipated, we regret that we are unable to answer individual queries in relation to posts or on the progress of individual applications. Shortlisted candidates will be notified within 3 weeks of the deadline for applications.

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***The UC Institute on Global Conflict and Cooperation (IGCC), San Diego, Director of Special Projects, Middle East Programs.***

From Chronicle of Higher Education

Position: Director of Special Projects, Middle East Programs  
Salary: Unspecified  
Institution: University of California at San Diego  
Location: California  
Date posted: 4/10/2007  
Application deadline: 5/7/2007

The UC Institute on Global Conflict and Cooperation (IGCC), located at UC San Diego, invites applications for the position of Director of Special Projects, Middle East Programs. The position is a non-tenured, two-year, renewable contract. Salary is commensurate with experience and will be based on published UC pay scales for Academic Coordinator series.

Incumbent will be responsible for direction of substantive programs and management of IGCC's military-to-military track-two dialogues that pertain to the Middle East. The program is designed to bring together military officers from the Middle East region to engage in dialogues relating to military conduct, regional conflicts, and arms control.

Incumbent will:

Provide coordination and liaison between the UCLA Principal Investigator and his staff, the U.S. Department of Defense, the Near East South Asia Center for Strategic Studies (NESAS), the U.S. Department of State, and actual and potential Congressional supporters of the IGCC mil-to-mil program.

Travel to Washington D.C., New York, the Middle East, and Europe for purposes of substantive discussions and fundraising as necessary.

Assist the Project Leader at UCLA in fundraising for the political and economic Middle East dialogues run by the Center for Middle East Development, to include developing research initiatives and identifying sources of funding for those initiatives, writing grants, and coordinating multiple research portfolios.

Work with NESAS, UCLA, and others to develop and coordinate agendas and identify participants for mil-to-mil meetings and disseminate policy research by preparing and editing policy research reports, organizing policy briefings, and coordinating content development for the Middle East Network Library website, menl.org.

Advise and help to coordinate the <http://www.menl.org> web site moderators in their online discussions with Middle East Program participants.

Individuals from the fields of international studies/relations, social sciences, and public policy are encouraged to apply. Applicants should have a Ph.D. or the equivalent. Experience in policy positions is a plus. The successful candidate will have:

Excellent analytical, written, and oral communication skills.

Demonstrated planning, multi-tasking, and research skills.

Experience in administration, operational decision-making, project management, and conference coordination. Required.

Experience in research and proven ability to conceptualize, develop and evaluate projects on the Middle East and other security policy research. Required.

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The ability to relate effectively to the international community, academic and campus governance, departments, military and federal government officials.

Strong organizational and budgetary skills suitable to running a complex program and staying within fiscal parameters.

A strong network of contacts and the institutional linkage or ties with the educational and research community needed to build research prospects and initiatives.

Review of applications will begin April 30, 2007 and will continue until the position is filled. To apply, send cover letter, curriculum vitae, and names and contact information for three references to:

Susan Shirk, Director  
Institute on Global Conflict and Cooperation  
University of California, San Diego  
9500 Gilman Drive, MC 0518  
La Jolla, CA 92093-0518

or email to [igcc-recruiting@ucsd.edu](mailto:igcc-recruiting@ucsd.edu). All submissions must include a Supplement to Application form, which may be downloaded at

<http://academicaffairs.ucsd.edu/offices/adeo/checklist/Supplement%20to%20Application.doc>.

UCSD is an Affirmative Action/Equal Opportunity Employer with a strong institutional commitment to the achievement of excellence through diversity among its faculty and staff.

## ***Activist / Community Organizer - Seattle , Seattle, Washington***

Education: No minimum requirement  
Location: Seattle, Washington, United States  
Posted by: ACORN Recruiting

Job Category: Activism & Organizing  
Salary: 25,500 + Benefits  
Last day to apply: June 4, 2007  
Last updated: April 9, 2007  
Type: Full time  
Language(s): English, Spanish  
Job posted on: April 5, 2007  
Area of Focus: Human Rights and Civil Liberties

Description:  
Work for Social & Economic Justice

ACORN (Association of Community Organizations for Reform Now) is building a "national movement" for social and economic justice by organizing low and moderate income communities, immigrants and communities of color for power and social change.

ACORN is working in the trenches with grassroots organizations across the United States, Canada, The Dominican Republic, Peru, Argentina & Mexico

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In recent years, participating organizations have: helped win living wage and minimum wage campaigns, fought for rights of tenants, won countless campaigns for racial justice (including bank red-lining and racially unequal schools) fought to end 'predatory lending' and have forced corporations to change their practices.

Join the fight for affordable housing, living wages, quality public schools, & civil rights.

Washington ACORN is looking for political/community organizers to work with low and moderate-income communities on community-run grassroots and political campaigns to advance renters' rights, health insurance for all, immigrant rights, quality public schools, etc.

Work with community residents in the Seattle area to build grassroots organizations, develop leadership, register/mobilize voters and community residents and run community organizing programs.

F/T salaried position with benefits.

Benefits after 3 months paid training.

To learn more about ACORN, visit our website: [www.acorn.org](http://www.acorn.org).

For more info call Joshua at: (206) 293-7050.

This is at a non-profit organization.

Principals only.

Recruiters, please don't contact this job poster.

Phone calls about this job are ok.

Please do not contact job poster about other services, products or commercial interests.

Additional Qualifications:

Activist & organizing experience helpful.

Bilingual (Eng/Sp) abilities a big plus but not a requirement

Must provide own transportation.

## ***DC Programs and Policy Associate, Washington, District of Columbia, Wider Opportunities for Women***

Education: Bachelor (BA, BS, etc.)

Location: Washington, District of Columbia, 20036, United States

Posted by: Wider Opportunities for Women

Job Category: Administration, Advocacy, Counseling, Education & Training

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**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.**

Salary: mid-30's

Last day to apply: May 18, 2007

Last updated: April 9, 2007

Type: Full time

Language(s): English

Job posted on: April 5, 2007

Area of Focus: Economic Development, Education and Academia, Job Training and Workplace Issues, Women's Issues

#### Description:

DC Programs and Policy Associate

Overview:

Wider Opportunities for Women (WOW) is a national and local nonprofit devoted to improving economic and educational opportunities for low-income women and girls. WOW focuses on preparing women and girls for high-skill, high-wage jobs and building the leadership of grassroots coalitions and service providers in the policy process. WOW is an active advocate on workforce development and basic human needs issues nationally and in the DC Metro Area.

The Local Programs and Policy Associate works closely with the Local Director and colleagues throughout the DC Metro Area on various direct service, organizing and policy projects. These include the DC Family Economic Self-Sufficiency Initiative, the DC Women's Agenda, Women in Protective Services, Washington Area Women in the Trades, teen and adult versions of our "Connections to Careers" workshop series, and WOW's Local Resource Center.

#### Specific Responsibilities Include:

- Build relationships with key public and private stakeholders in the region.
- Conduct research and advocacy relating to WOW's membership on the DC Workforce Investment Council.
- Build membership of the DC Women's Agenda
- Maintain and expand a resource directory of employment, training and social service programs in the DC region.
- Represent WOW at various meetings of local coalitions and public hearings.
- Assist with research, fundraising, communication and outreach for local activities.
- Conduct the "Connections to Careers" workshop series with teens and adults in the DC Metro Area.
- Other duties with local and national programs as required.

#### Qualifications:

The Program Associate should be committed to expanding economic opportunities for women and girls and should feel comfortable working with diverse audiences. Additional qualifications include:

- Undergraduate degree
- Ability to work independently
- Strong writing and research skills
- Basic familiarity with public policies affecting low-income women and girls
- Experience working in an educational setting with youth or adults
- Organizational skills
- Basic computer skills (Microsoft Office), especially spreadsheets and databases

Compensation and hours: This is a full-time position, salary in the mid-30s, excellent benefits and leave. Ability to work evenings or weekends occasionally will be required.

WOW is an equal opportunity employer. Women and minorities are especially encouraged to apply.

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## ***Program Officer Collaborative Programs at CUNY, New York, NY***

### Description:

The Early College Initiative (ECI)—a partnership between the City University of New York and the New York City Department of Education—aims to develop and support up to fourteen Early College secondary schools in New York City over the next three to five years. The schools will be designed to prepare students for success in college through a rigorous 6th-12th grade program that includes substantial college level coursework prior to graduation. ECI is part of a larger national effort to increase college success rates for low income, minority and first generation college-bound students funded by the Bill and Melinda Gates Foundation and coordinated by Jobs for the Future.

We seek a smart, flexible, enthusiastic person with good people and technical skills to work closely with the program team, school-based educators and external partners of the Early College Initiative. With support from ECI's Director, the Program Officer will have responsibility in two broad areas. First, s/he will work with prospective principals and planning teams to develop, plan and launch new early college schools. Second, s/he will work directly with principals and teaching staffs of operational early college schools to help support efforts to create educational programs that enable high rates of student success.

### Responsibilities:

Program Officers are the primary point of contact for a group of three or four early college schools. Typically, Program Officers will spend approximately 50% of their time in the field visiting schools or colleges, or meeting with relevant staff within the NYC Department of Education. The responsibilities of the position are as follows:

- provide guidance and project management support to school planning teams for two to four new schools;
- provide support to school leaders, college liaisons and planning teams for the implementation of all aspects of the early college model in new and developing schools;
- provide technical assistance to schools in curriculum development, collaborative program development, literacy initiatives, staff development, and community outreach;
- on occasion, plan and lead professional development workshops for principals and/or educators who work in early college schools;
- support strong partnerships among schools, college leadership and Department of Education staff;
- review program and budget proposals for grant and tuition funding submitted by early college schools;
- develop expertise in one or more content areas important to the Early College Initiative (e.g. state education policy regulations);
- participate in and contribute to professional conferences and organizations related to the Early College Initiative;
- collaborate with internal and external constituents to further the goals of the Early College Initiative.

Candidates for the position should have:

- master's degree in a relevant field of study;
- a minimum of four years of related experience in managing education organizations or programs;
- prior experience in starting new schools or similar organizations;
- an understanding of issues related to literacy and/or youth development;
- a commitment to enabling public school students to succeed in college-level courses;
- knowledge of and administrative experience in the NYC public school system;
- demonstrated ability to lead an interdisciplinary team;
- excellent written and oral communication skills;
- excellent computer skills.

How to Apply:

Please send resume and cover letter to:

Loretta Demasi  
Early College Initiative  
101 W. 31st Street, 7th Floor  
New York, NY 10001

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[loretta.demasi@mail.cuny.edu](mailto:loretta.demasi@mail.cuny.edu)

fax: 646 344-7269

## ***Teach For America Staff Opportunity, Special Projects Manager, Development Operation, New York City***

Education: Bachelor (BA, BS, etc.)

Location: Teach For America Staff Opportunity  
, 10018, United States

Posted by: Teach For America - Staff

Job Category: Fundraising & Development

Language(s): English

Job posted on: April 5, 2007

Area of Focus: Education and Academia

Type: Full time

Last day to apply: June 4, 2007

Last updated: April 9, 2007

### Description:

Teach For America Staff Opportunity  
Special Projects Manager, Development Operations

### Location

New York City

### Team

Development Operations, Growth Strategy & Development

### Start Date

Summer 2007

### Status

Exempt

### Summary

The development operations team serves as a central resource to Teach For America's 26 regions nationwide and national development team, processing all contributions, developing designing and delivering database training, ongoing support, operational tools and systems, and technical assistance to ensure that we have the systems to prospect, cultivate and retain a sustainable base funding, which will total over \$70 million this year and will grow to over \$110 million by 2010. The manager, development operations will help ensure that Teach For America's development operations are highly efficient, conduct quarterly data assessments for funding stream and other types of analysis, and manage special projects ensure that development staff receive high-quality operational tools and systems.

The special projects manager, development operations will report directly to the vice president, development operations and work closely with members of the regional development, major gifts and development operations teams.

Teach For America seeks individuals of all ethnic and racial backgrounds to apply for the position.

### Responsibilities

Responsibilities will include, but are not limited to:

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- Serving as right-hand person to vice president, development operations to ensure that we have a robust back office and operations to grow our funding base from \$70 million this year to over \$110 million by 2010
- Collaborating with the vice president, development operations manager and gift processing staff to ensure all contributions to Teach For America are processed and acknowledged within 48 hours of receipt
- Managing projects and analyzing data to make it easier for our regional development and major gifts teams to study our best performers among regions and teams
- Creating documentation on development operations systems and processes and memos on operational best practices at Teach For America
- Managing other special projects as needed to help the development operations team meet its goals

#### Education and Experience

- Bachelor's degree required
- Minimum of two to four years of work experience preferred
- Prior data analysis and project management experience is a plus

#### Knowledge, Skills, and Abilities

- Excellent strategic and critical thinker
- Strong client-service orientation and follow-through
- Strong organizational skills and high level of efficiency
- Strong written and verbal communication skills
- Excels in an entrepreneurial environment
- Excel and PowerPoint skills preferred
- Interest in making a material impact on the education sector

#### Compensation

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

#### About Teach For America

Teach For America is the national corps of outstanding recent college graduates - of all academic majors and career interests - who commit two years to teach in urban and rural public schools in the nation's lowest-income communities and become lifelong leaders for expanding educational opportunity. Our mission is to build the movement to eliminate educational inequity by enlisting our nation's most promising future leaders in the effort.

In the 2006-2007 school year, 4,400 first and second year corps members are teaching in 25 urban and rural areas across the country, collectively reaching more than 375,000 students. The corps members work relentlessly to put their students on a level playing field with those growing up in more affluent areas. At the same time, corps members gain the insight and conviction necessary to be lifelong leaders in the pursuit of fundamental change. More than 12,000 Teach For America alumni are providing critical leadership within education and social reform, and they are also marshalling support for change from positions in business, law, medicine, and other sectors.

In October 2005, we launched an ambitious five-year plan to grow to scale, maximize the impact of our corps members and alumni as a force for change, and build an enduring American institution. By 2010, we aim to field a corps of 8,000 members who have a significant impact on the academic achievement of 700,000 of our nation's most disadvantaged students. At that point, we will be among the nation's top employers of top recent college graduates, building an unprecedented pipeline of civic and educational leadership to foster the fundamental reforms needed to realize our vision of educational opportunity for all.

#### How to Apply:

Apply now

We review applications on a rolling basis. Please visit

<http://tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=TEACHFORAMERICA&cws=1&rid=921> to submit an application.

For more information

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**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.**

For more information, please contact [staffing@teachforamerica.org](mailto:staffing@teachforamerica.org).

## ***Summer 2007 Internship Program at MACRO (unpaid), Annapolis, Maryland***

**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](mailto:ramona.buck@mdcourts.gov)

## ***Director, Asian Social Issues Program, Asia Society, New York***

DIRECTOR, ASIAN SOCIAL ISSUES PROGRAM

The Director will oversee and manage the Asian Social Issues Program and take the lead in developing an active strategy agenda for social change in the Asia-Pacific region that will be implemented through programs and other activities in New York and worldwide. The Director will manage the ASIP budget and staff, help fundraise, and develop and implement a strategy for driving social change within specific issue areas of global significance.

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**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.**

