



Career Services Newsletter
October 13, 2006
Volume 2, Issue 26

Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

Table of Contents

Table of Contents 1

Job Search Spotlight..... 2

Career Related Events..... 2

 2007 United Nations Competitive Examination 2

 ICAR & SPP Fall Résumé Clinics 3

 DC Nonprofit Networking Event 4

Organization Spotlight 5

Fellowships..... 5

 Postdoctoral Research Fellow in Community-Based Learning, University of Notre Dame 5

 American Councils Southeastern Europe Research Program..... 6

 Woodrow Wilson Foundation Accepting Applications for Charlotte W. Newcombe Doctoral
 Dissertation Fellowships..... 8

 UNESCO - Keizo Obuchi Research Fellowship Programme Application deadline: January 12,
 2007 9

Internships 9

 Development Intern, Catholic Charities Foundation, Washington D.C..... 9

 Peace Brigades International..... 10

 Internship, International Peace Operations Association - Washington, D.C..... 11

 Spring Semester Internship Opportunity, United Jewish Communities, Washington D.C..... 12

 Give Peace a Vote Intern, CODEPINK DC 12

 Extremism, Peace and Stability Project Intern, The EastWest Institute, New York 12

 Internship/Co-Op Opportunities Available w/ the Environmental Protection Agency (EPA). 13

 Religion and Conflict Resolution Intern, New York..... 14

 PAID INTERNSHIP: NATIONAL DELEGATIONS ASSOCIATE , Witness for Peace,
 Washington D.C..... 15

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Jobs.....	16
Major Gifts Officer, New York, NY	16
Director, Business Development, Higher Education for Development,.....	17
Washington, DC.....	17
MONGOLIA ENVIRONMENT AND SOCIAL ASSESSMENT EXPERTS,	18
INSTITUTIONAL/ REGULATORY TRANSPORTATION EXPERTS.....	18
Long Term Care Ombudsman, Neighborhood Interfaith Movement, Philadelphia	19
Training and Consultation Specialist, Zero to Three, Washington D.C.....	19
Chief of Party - Civil Society, Development Alternatives Inc, Jordan	20
Manager, Pearson Peacekeeping Centre, Programme Support (Bilingual)	21

Job Search Spotlight

Career Related Events

2007 United Nations Competitive Examination

Deadline: October 31, 2006

For U.S. citizens seeking junior professional posts.
(See website below for other nationalities being recruited.)

EXAMINATION CRITERIA (all must be met)

1. Be no more than 32 years old as of December 31, 2007 (UN requirement).
2. Have at least an undergraduate degree (advanced degree is a definite advantage) in one of the following occupational fields or related areas:
 - * Economics
 - * Legal Affairs
 - * Library and Information Management
 - * Publishing and Printing
 - * Radio Producers (Arabic & Spanish)
 - * Security
 - * Statistics
3. Be fluent in English and/or French, the two working languages of the

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Secretariat. Knowledge of additional official languages of the UN

(Arabic, Chinese, Russian, Spanish) is a definite advantage. For Radio Producers, Arabic and/or Spanish required.

NOTE: A maximum of 50 individuals will be allowed to take the exam per occupational group. If applicants exceed 50, only the most qualified will be selected.

APPLICATION DEADLINE: October 31, 2006

Detailed information and application forms may be obtained at:

www.un.org/Depts/OHRM/examin/exam.htm
<<http://www.un.org/Depts/OHRM/examin/exam.htm>>

or

EmploymentUN@state.gov <<mailto:EmploymentUN%40state.gov>>

Examination will be held on February 27, 2007 in

New York City, Chicago, and San Francisco.

Travel expenses to and from exam site will NOT be paid

by the UN or U.S. Government.

ICAR & SPP Fall Résumé Clinics

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

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

Résumé Review

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

Resume Basics

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

A draft résumé not required.

Please RSVP for Workshops to icarjob@gmu.edu

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Questions? Contact Julie Shedd, jshedd@gmu.edu, 703.993.3650

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

DC Nonprofit Networking Event

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

Organized by:

[OneWorld United States](#)

Hosted by:

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

Date and time:

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

Admission:

Free

Registration Deadline:

October 18, 2006

Wheelchair Accessible:

Yes

Area of Focus:

Network of Nonprofit Organizations

Location:

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

Contact Person:

[Partnership Manager](#)

Phone:

202-885-2678

Fax:

202-885-1309

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

Date: Wed., Oct. 18

Time: 6:00 to 8:00 pm

Location: Zorba's Cafe

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

Click here to RSVP.

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

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

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

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

For more information, email uspartnership@oneworld.net.

This event is for:everyone

Directions:

Near Dupont Circle.

URL:

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

Email:

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

Organization Spotlight

Fellowships

Postdoctoral Research Fellow in Community-Based Learning, University of Notre Dame

University of Notre Dame Center for Social Concerns

Postdoctoral Research Fellow in Community-Based Learning

Notre Dame's Center for Social Concerns (CSC) is seeking a full-time postdoctoral research fellow for a two year period to begin on or about July 1, 2007.

Founded in 1983, the CSC is the university's community-based learning center. Each year, approximately 800 undergraduate students take 1-3 credit courses involving community engagement that are initiated by the CSC. Students learn at sites across the U.S. and in 12 developing countries as well as in the local area. Through course development grants, research awards, etc., the Center also supports community-based learning and research efforts involving faculty and graduate students in disciplines and programs across the university.

The CSC conducts research on the impact of its community-based learning opportunities on undergraduates (<http://socialconcerns.nd.edu/faculty/research/research.shtml>). It is also interested in investigating the effects of these educational efforts in communities that receive Notre Dame students. The CSC is seeking a postdoctoral fellow to further this research agenda.

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The responsibilities of the postdoctoral fellow will be:

1. To strengthen the Center's capacity to fulfill its research agenda.
2. To make use of Center data assessing impact of its community-based learning efforts on students and/or in the local community. The expectation is that the fellow's research will result in the production and submission of scholarly manuscripts.
3. To offer one or more courses each year in an area of interest that also fulfills the Center's mission. Ideally a course would help students learn how to use quantitative research skills to address a local challenges or assist a community organization.
4. To assist the Center with the development and writing of reports and in the creation of instruments for the assessment of programs and student learning. The Center is developing university-wide assessment tools for undergraduate research, including community-based research; the fellow could work in conjunction with that effort.

Requirements:

- Strong research skills, quantitative methods preferred
- Record of publication
- Experience/interest in community-based research
- Ph.D. in field consistent with research and teaching that involve community engagement (e.g., anthropology, education, psychology, sociology, statistics). Degrees from interdisciplinary programs welcome.

Salary: \$30,000 plus benefits

Review process will begin November 1, 2006 and continue until the position is filled.

Additional Qualifications:

The University of Notre Dame is an affirmative action/equal opportunity employer. Members of under-represented groups as well as women and minorities are strongly encouraged to apply.

How to Apply:

To ensure consideration, please send the following items:

- letter of interest describing experience, goals and project interests
- curriculum vitae
- sample of work (scholarly publication and/or syllabus from course you have developed)
- current contact information for three professional references

to: Risë Nelson, Postdoctoral Committee, Center for Social Concerns, University of Notre Dame, Notre Dame, IN 46556, <rnelson4@nd.edu>.

American Councils Southeastern Europe Research Program

American Councils Southeastern Europe Research Program Application Deadline: Applications for spring and summer programs are due October 1; applications for fall and academic year programs are due on January 15.

Program Details:

<http://www.americancouncils.org/program.asp?PageID=121&ProgramID=39>

Program Application: http://www.americancouncils.org/pdfs/SEE_App.pdf

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The American Councils Southeastern Europe Research program provides full support for U.S. graduate students, faculty, and post-doctoral scholars seeking to conduct research for three to nine months in Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Macedonia, Montenegro, Romania, and Serbia. Scholars may apply for support for research in more than one country during a single trip, provided they intend to work in the field for a total of three to nine months. Full fellowships are available for research and/or language training through American Councils from the U.S.

Department of State (Title VIII) grant support.

Award Components: The total value of Title VIII Southeastern Europe Research fellowships, administered by American Councils, ranges from \$5,000 to \$25,000. Typical awards include:

--International airfare from the scholar's home city to his/her host city overseas.

--Academic affiliation at a leading local university.

--Visa(s) arranged by American Councils in direct collaboration with academic host institutions in order to facilitate archive access and guarantee timely visa registration.

--A monthly housing stipend.

--A monthly living stipend.

--Financial and logistical support for travel within the region as required by research.

--Health insurance of up to \$50,000 per accident or illness.

--Ongoing logistical support from American Councils offices throughout the region.

Application Requirements: Scholars in the humanities and social sciences are eligible to apply for the program. While a wide-range of topics receive support each year, all funded research must contribute to a body of knowledge enabling the U.S. to better understand the region and formulate effective policies within it. All applicants should clearly describe the policy-relevance of their work, be it in anthropology, literature, history, international relations, political science, or some other field.

Applicants must submit a research proposal and bibliography, curriculum vitae, archive lists (if relevant), a one-page research synopsis in the host-country language, policy-relevance essay, application form, clear copy of the

inside page of their passports, official transcripts, and two letters of recommendation from colleagues, professors, or other qualified persons who are familiar with the applicant's work. At least one letter of recommendation must directly address the applicant's language skills and ability to conduct research in the host country. Applicants must be U.S.

citizens or permanent residents.

Applications for spring and summer programs are due October 1; applications for fall and academic year programs are due on January 15.

For more information, please contact:

Outbound Programs/ Title VIII Research Scholars American Councils for International Education: ACTR/ACCELS

1776 Massachusetts Avenue, NW, Suite 700 Washington, DC 20036

Telephone: (202) 833-7522

Email: outbound@americancouncils.org

Website: www.americancouncils.org

Woodrow Wilson Foundation Accepting Applications for Charlotte W. Newcombe Doctoral Dissertation Fellowships

Deadline: November 6, 2006

Administered by the Woodrow Wilson National Fellowship Foundation (<http://www.woodrow.org/>), the Charlotte W.

Newcombe Doctoral Dissertation Fellowships are designed to encourage original and significant study of ethical or religious values in all fields of the humanities and social sciences, and particularly to help Ph.D. candidates in these fields complete their dissertation work in a timely manner.

In addition to topics in religious studies or in ethics (philosophical or religious), dissertations appropriate to the Newcombe Fellowship competition might explore the ethical implications of foreign policy, the values influencing political decisions, the moral codes of other cultures, and religious or ethical issues reflected in history or literature.

The Newcombe Fellowships are provided to Ph.D. candidates at institutions in the United States who will complete their dissertations during the fellowship year. Fellows may not have held a similar national award for the final dissertation year, nor may they have previously applied for the Newcombe Fellowship.

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In the 2007 Newcombe competition, approximately thirty fellows will receive \$19,000 for twelve months of full-time dissertation writing; in addition, their graduate schools will be asked to waive tuition and/or remit some portion of their fees.

For complete program information, eligibility requirements, and an FAQ, visit the Woodrow Wilson Foundation Web site.

RFP Link:

<http://fconline.fdncenter.org/pnd/10004697/woodrow>

UNESCO - Keizo Obuchi Research Fellowship Programme

Application deadline: January 12, 2007

UNESCO is inviting young researchers in developing countries to apply for grants through the UNESCO / Keizo Obuchi Research Fellowship Programme, financed for the seventh time by Japan through funds-in-trust dedicated to the development of human resources.

The programme - named after the late Japanese Prime Minister Keizo Obuchi who was known for his commitment to development issues - offers a total of 20 fellowships for a maximum value of US\$10,000 each. They target post-graduate university researchers with a Masters degree, or equivalent, in one of four fields: the environment, inter-cultural dialogue, information and communication technology, and peaceful conflict resolution.

UNESCO's National Commissions, Permanent Delegations to UNESCO, and the Organization's field offices are invited to call on potential candidates to apply for the fellowships. Researchers under 40 years of age may submit their applications to their country's National Commission for UNESCO, which will select a maximum of two candidates. A special selection committee of experts in the four research fields concerned will review the applications and propose a pre-selection to the Director-General of the Organization.

More information
E-mail: a.zaid@unesco.org (Ali Zaid, Fellowship Section)

Internships

Development Intern, Catholic Charities Foundation, Washington D.C.

Catholic Charities Foundation is the fundraising organization for Catholic Community Services, Washington DC's largest private social service provider. Catholic Community Services offers 94 programs in 88 locations in DC and Maryland, and provides housing, immigration services, mental, physical, and dental health care, legal services, and opportunities for individuals with developmental disabilities.

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Catholic Charities Foundation seeks a development intern to assist with daily tasks and special projects in fundraising. Duties will include assistance in special event planning and management, research, writing, production of mailings, and various administrative tasks. This internship provides an excellent opportunity to learn the nuts and bolts of fundraising for a large organization with a dynamic development team.

This is an unpaid, part-time internship with flexible scheduling; one or two full days or two mornings/afternoons per week maximum.

The ideal candidate is an outgoing, energetic undergraduate student with strong writing, communication, and organizational skills, interested in the non-profit world. Flexibility and a good sense of humor a must. Volunteer experience and Spanish skills a plus.

Send cover letter and resume to:

Amy Kozusko
amy.kozusko@ccs-dc.org

Peace Brigades International

October 28-29, 2006 Washington, DC

Oct 28: 9am-5pm

Institute for Policy Studies

Oct 29: 9am-3:30pm

1112 16th Street, NW Suite 600

Orientation Weekend is designed for individuals interested in volunteering with one of our five field projects. Others with a general interest in PBI are also strongly encouraged to attend. The program will be an introduction to PBI's work and philosophy, an overview of our field projects, and a sharing of personal experiences by former field volunteers.

Cost: Sliding scale \$10-\$50 depending on what you can afford. Includes registration, breakfast, and all materials. Lodging is available for \$10/night.

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For more information or to register contact Michael Joseph,

michael@pbiousa.org or 202-232-0142

www.peacebrigades.org/usa/usaorientweekend.html

Peace Brigades International – www.peacebrigades.org

Internship, International Peace Operations Association - Washington, D.C.

International Peace Operations Association

www.ipoaonline.org

Description:

IPOA offers internships to undergraduate students, graduate students and recent graduates. Internships vary in duration and are flexible to fit in with study. Interns are given great responsibility to manage their own projects and conduct their own research. Due to the nature of IPOA, interns are given much more responsibility than most other internships. IPOA offers a stipend of \$500 per month (based on a full work week, pro rated for part-time interns).

Internship applications are accepted on a rolling basis. However, the following deadlines are effective for each semester: Spring 2007 - Applications must be received by November 30, 2006
Summer 2007 - Applications must be received by April 30, 2007

If you would like to be considered for an internship, please submit the following: * Resume; * Brief essay on why you wish to take up an internship at IPOA; * The intended dates and duration of your internship if accepted.

Submissions should be addressed to

Mr. J. J. Messner Director of Programs & Operations International Peace Operations Association
1900 L Street, NW Suite 320 Washington, D.C. 20036

or e-mailed to JMessner@IPOAonline.org with "Internship Application" in the subject line.

We encourage women and minorities to apply. We also encourage international students to consider the IPOA internship.

No phone calls, please.

Qualification:

We accept current undergraduate students through to recently completed graduate students.

Contact Information:

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J. J. Messner

Email:

JMessner@IPOAonline.org

Apply by:

November 30, 2006

Spring Semester Internship Opportunity, United Jewish Communities, Washington D.C.

United Jewish Communities (UJC) represents and serves 155 Jewish federations and 400 independent Jewish communities across North America. Interns will have the opportunity to be exposed to a wide range of national public policy issues, especially involving human services and the non-profit sector. Through this internship, you will learn innovative approaches to stimulate community interest by organizing and informing local grassroots networks of Jewish federations; attending congressional hearings; participating in advocacy/leadership building days called "missions"; assisting in developing and analyzing community surveys; and researching and writing on issues such as senior transportation, aging and family care-giving. Interns will have the opportunity to participate in any and all projects in which the UJC Washington office is involved.

Spring internships are part-time, and run from January – May.
College credit is available.

Please forward resume, short writing sample, references and any questions to:

Francie.harris@ujc.org or fax to 202.785.4937

Give Peace a Vote Intern, CODEPINK DC

CODEPINK DC is looking for a bright, energetic intern to help with our Give Peace a Vote campaign. This campaign is collecting pledges of voters to support only peace candidates in the upcoming elections. By signing the Voters' Pledge, millions of us can send a clear message that the only candidates worth supporting are the ones who actively work for peace. Our aim is to collect millions of pledges in time to shape the Presidential election in November 2008.

We're looking for an intern who will help collect signatures with our staff and volunteers in fun and creative ways. Duties could include: updating the local calendar of events for voter outreach; organizing other volunteers at these events; keeping track of pledge sheets, flyers, etc; thinking of new, creative ways to spread the word of our campaign, especially on college campuses.

Ideally we'd love someone who could committ 10-20 hours a week for more than a month. We need help right now up until the November election but will also accept interns all through the spring semester.

To apply please send an email stating why you're interested with your resume (don't worry about a formal cover letter) to sonia@codepinkalert.org or call 202-265-1671 x3 with questions.

Position open until filled.

Extremism, Peace and Stability Project Intern, The EastWest Institute, New York

The EastWest Institute (EWI) seeks an intern to work on the Extremism, Peace and Stability Project in the EWI's

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Conflict Prevention Program.

The Extremism, Peace and Stability (EPS) Project aims to address extremism by providing concrete recommendations to policy makers on specific issues, behaviors, and rhetoric that fuel extremism, and by identifying and creating new sets of incentives and disincentives that will channel support away from extremist movements in order to isolate them from the mainstream.

The EPS intern will work closely with the Project Manager and Project Assistant on different aspects of the project, including research, event planning, fundraising and project administration.

Expected Start: October 2006

Remuneration: Unpaid

Specific Responsibilities:

-- Assist the EPS Project with research and writing on relevant subjects; -- Assist the EPS Project by drafting/editing all types of written correspondence; -- Work collaboratively with the EPS Project and the Development Department to edit letters to major donors and assist in the preparation of proposals; -- Assist the EPS Project with the planning of events (conferences/workshops/meetings), including: drafting invitation letters; tracking participant confirmations; organizing logistical details of the events; assisting with conference reports, etc.

Required Qualifications:

-- Undergraduate junior, senior, or graduate student; -- Interest in foreign policy and domestic policy, particularly regarding extremism and terrorism; -- Excellent communication and writing skills; -- Excellent research skills; -- Highly organized, detail-oriented, dependable and energetic; -- Excellent team player; -- Culturally sensitive; ability to work in international, culturally diverse environment; -- Strong PC computer skills (Word, Excel, Power Point); familiarity with Internet; -- Fluency in English language; -- Additional languages a plus; -- Must be able to commit at least 20 hours per week.

Applications including cover letter and your resume to be sent through <http://www.ewi.info/jobs>, Ref. 589, attention Ms. Jocelyn Brooks. Deadline for applications: October 18, 2006.

Internship/Co-Op Opportunities Available w/ the Environmental Protection Agency (EPA) **CAMPUS INFORMATION SESSION** **October 23 at 5:00 PM Johnson Center (JC)** **Assembly Room D**

- Environmental Protection Specialist Trainee (Washington, DC)
- Program Analyst Trainee (Washington, DC)
- Information Technology Analyst Trainee (Washington, DC)
- Environmental Scientist Trainee (Washington, DC and Denver)
- Chemist Trainee (Denver and Washington, DC)
- Biologist (Denver and Washington, DC)

Qualifications Required:

- U.S. Citizen
- Enrolled at least half-time in a degree granting program at an accredited college or university
- At least a 2.95 on a 4.0 scale
- Recommended by University faculty
- Pass a basic background investigation
- Open to both undergraduates and graduates

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Religion and Conflict Resolution Intern, New York

THE ORGANIZATION

The Tanenbaum Center is the leading organization providing the practical programs so urgently needed to prevent the growing problem of verbal and physical conflict perpetrated in the name of religion. We are a non-sectarian group that addresses unresolved tensions by helping to change behaviors in religiously-diverse workplaces, schools and in areas of armed conflict.

THE RELIGION AND CONFLICT RESOLUTION PROGRAM

In a world of conflict often stimulated by religion, the Tanenbaum Center's Religion and Conflict Resolution Program works to further the effective use of religiously-motivated individuals as a positive force in conflict resolution. Our initiatives promote religious peacemaking as an urgently needed component of Track II (citizen) diplomacy, and strengthen the impact of religiously-motivated men and women engaged in resolving conflicts worldwide.

Each year, through its Peacemakers in Action initiative the Tanenbaum Center recognizes one religiously-motivated individual who has dedicated his/her life to peace building in an area of armed conflict. This year, the Tanenbaum Center also launched its Middle East-North Africa Women's Peace Initiative and will be recognizing and honoring two religious women peacemakers from this critical region. We provide all the Peacemakers with expert training and promote their work through in-depth case studies and other opportunities.

In November 2006, Cambridge University Press will publish the Tanenbaum Center's latest book, *Peacemakers in Action: Profiles of Religion in Conflict Resolution*, which tells the remarkable stories of 16 of these Peacemakers and analyzes their unique religious peacemaking techniques. The book is designed to serve as a resource for diplomats and government officials, as well as a guide for students of religion and international affairs – our future peacemakers.

JOB RESPONSIBILITIES

The Religion and Conflict Resolution Intern position is an exciting opportunity for a dedicated and motivated student to play an influential role in a cutting-edge effort with top experts and strong leaders in the field of conflict resolution.

The Intern will support all aspects of the Religion and Conflict Resolution Program. Primary responsibilities include, but are not limited to:

- Conducting extensive research and critical analysis of 2006 Peacemaker candidates.
- Assisting with all components of the new Peacemaker case studies, including preparing for interviews with the Peacemakers and extensive research on the historical, political, and religious context in which they work.
- Assisting with book launches and other events, including marketing and publicity.
- Helping to create new trainings on religious peacemaking for various audiences, including international diplomats, religious leaders, and students.
- Researching potential funding and partnering opportunities for the program, and taking part in writing and preparing proposals.

QUALIFICATIONS AND EXPECTATIONS

- Commitment to the mission and goals of the Tanenbaum Center.

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- Strong interest and academic background in conflict resolution and international affairs.
- Interest and experience in religious studies a plus.
- Strong research and analytical skills.
- Excellent oral and written communications skills.
- Ability to analyze and clearly present data.
- Ability to work and think independently.
- Team player.
- Creative.
- Organized and adept at multi-tasking.
- Capable of representing the Tanenbaum Center and the Religion and Conflict Resolution Program in a professional manner at all times.
- Computer skills, especially Internet and Microsoft Office.
- A sense of humor.

COMPENSATION

The Religion and Conflict Resolution Intern is a paid position at \$10/hour for the fall academic semester, ending in late December 2006. Continuation of the internship in the spring semester may be possible and is contingent on funding.

How to Apply:

Please send a cover letter, resume, and one or two brief writing samples (less than five pages) to hr@tanenbaum.org. Be sure to include the name of the position in the subject line of your email.

No phone calls, please.

PAID INTERNSHIP: NATIONAL DELEGATIONS ASSOCIATE , Witness for Peace, Washington D.C.

Witness for Peace seeks a full-time (32-40 hour/week) intern to serve as a National Delegations Associate for one year.

DUTIES:

- Work closely with the National Delegations Organizer to arrange transformative educational travel experiences to Latin America (and possibly the Caribbean), mostly to Colombia, Mexico, Nicaragua, or Venezuela
- Learn the various aspects of organizing delegations and take responsibility for putting many of them into practice
- Help recruit delegation coordinators, provide support materials and information, and otherwise facilitate the efficient furthering of the mission
- Motivate activists who have returned from delegations to plug into grassroots organizing campaigns
- Assist in administrative tasks as needed
- On occasion, assist with projects relating to other areas of the organization
- As possible, work will be arranged so that the intern will have experience initiating and carrying projects through to completion.

PROGRAM: This Intern is expected to 32-40 hours a week, normally M-F office hours. While work will focus primarily on delegations, the intern will be exposed to the workings of the entire organization through regular staff meetings, and will have occasional opportunity to meet with DC-area coalition partner organizations and to assist in other areas of work as needed. Staff members are friendly and helpful. Dress is casual.

SKILLS AND QUALITIES SOUGHT:

- Interest in US policy and its effects on Latin American peoples, demonstrated in academic and/or employment history.
- Basic office and computer skills
- Strong written and verbal skills
- Team player, self-starter, dependable, willing to learn, attentive to detail, and able to prioritize and meet goals
- Minorities encouraged to apply

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COMMENTS AND COMPENSATION: Witness for Peace offers an ideal environment for gaining experience in the DC non-profit world. As National Delegations Associate, this intern will help organize and implement group travel to Latin American countries—a transformational experience that is a key piece of WFP’s overall strategy to “support peace, justice and sustainable economies in the Americas by changing US policies and corporate practices which contribute to poverty and oppression in Latin America and the Caribbean.” WFP is able to offer a small stipend to help defray basic expenses, based on need, and will provide help in finding low-cost housing. There will also be occasional opportunities to attend related meetings and events in DC. Additionally, we strongly encourage interns to arrange college credit through their college or university.

TO APPLY: Send a resume and cover letter to:

Witness for Peace
Attn: National Delegations Organizer
3628 12th Street NE
Washington, DC 20017
or by fax to: 202-536-4708
or by email to: delegations@witnessforpeace.org

Apply immediately. Position open until filled.

Jobs

Major Gifts Officer, New York, NY

The International Center for Transitional Justice (ICTJ) seeks candidates for the position of Major Gifts Officer. ICTJ was founded in 2001 to address an overwhelming gap in human rights advocacy: helping societies to heal by accounting for and addressing past crimes. The Center works in societies emerging from repressive rule or armed conflict, as well as in established democracies where historical injustices or systemic abuse remain unresolved. To promote justice, peace, and reconciliation, the ICTJ encourages holistic and comprehensive approaches. It delivers in-country assistance and counsel to groups and governments seeking accountability for past abuses, currently in 30+ countries. The ICTJ is headquartered in New York City with offices in Cape Town, Brussels, Geneva, Bogotá, Monrovia and Kinshasa, with a staff of 55+. The ICTJ’s support currently comes from about 18 private foundations and 13 governments, as well as the UN, the EU and others.

OVERVIEW: A unique opportunity for an individual with an entrepreneurial spirit and a strong interest in global human rights to develop and oversee all aspects of a major gifts program for the ICTJ. The Major Gifts Officer must be able to explain complex issues to the public and possess a high level of comfort in effectively communicating with individuals of influence and affluence both domestically and from other cultures. This resourceful individual must have the ability to creatively identify and secure potential donors and work effectively with internal and external constituencies. The Major Gifts Officer is based at ICTJ’s NYC headquarters and reports to the Director of Development.

RESPONSIBILITIES: Develop and manage all aspects of the major gifts program for the ICTJ; Develop budget goals in this category and implement a comprehensive strategy to attain them in consultation with ICTJ senior

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management; Prepare written materials, including correspondence, solicitation materials, acknowledgments, and regular communications as part of the stewardship program; Work with Directors of Development and Communications to tailor ICTJ information to suit individual cultivation; Establish and maintain a donor cultivation cycle and gift stewardship program to ensure that new major donors are developed, have opportunities to increase their level of support annually, and benefit from a close relationship with the ICTJ; Establish, with the Director of Development, a Major Gifts Committee (board members and other volunteers); Work with this committee to develop levels of support and specific strategies to facilitate personal solicitation of prospects by committee members; Coordinate major gifts cultivation and recognition events; Maintain major donor prospect and donor records in the ICTJ database and files; Promote a collegial atmosphere within the development office and the ICTJ as a whole, to collaboratively reach the ICTJ's advancement goals.

QUALIFICATIONS: Appropriate graduate degree and five years of demonstrated success in major gift fundraising; Professional experience in human rights or related international organization highly desirable; Embraces challenges and thinks imaginatively to identify potential donors; Superb interpersonal skills; Excellent oral and written communication skills; Fluency in another language desirable; Ability to prioritize work, manage multiple tasks and meet deadlines with a strong attention to detail; Ability to maintain a flexible work schedule, including occasional evenings and weekends; Knowledge of Microsoft Office and general familiarity with Raiser's Edge 7 database program a plus.

TO APPLY: The ICTJ provides a competitive salary and benefits package. Please send a cover letter with salary requirements, resume and contact information for three references by 1 December 2006* to: Joyce Munn, Global Nonprofit Network, Email: jmunn@globalnonprofit.com *Appropriate applicants will be contacted prior to the application deadline. The ICTJ is an equal opportunity/affirmative action employer strongly committed to hiring and retaining a diverse and internationally representative staff.

Director, Business Development, Higher Education for Development, Washington, DC

The American Council on Education seeks a Director, Business Development, for the Higher Education for Development (HED) program which promotes higher education's engagement in social and economic development through institutional and human capacity building in developing countries. Established in 1992 as the Association Liaison Office for University Cooperation in Development (ALO), HED assists the nation's six major higher education associations in partnering with the U.S. Agency for International Development (USAID), as well as other development agencies, donor organizations, and foundations. The American Council on Education serves as the employer for this critical program. The Director of Business

Development will report to the Executive Director of the program. This position will be responsible for coordinating all activities within the HED office for development of new business activity, including development of systems for forecasting opportunities, strategic planning, identification of priorities, development of business plans, proposal development and approval, budget and contract negotiation and finalization with sponsors and liaison with ACE's Office of Finance and Budget on monitoring and reporting to sponsors. The Director will develop and have oversight of all HED budgets including operating and program budgets under Cooperative Agreements with the United States Agency for International Development (USAID) under a Leader Award, Associate Awards and with other donors. Our ideal candidate will have at least 10 years of experience with increasing responsibility for program management, development and demonstrated success in a senior leadership role, as well as knowledge of aid-agencies and international development. Due to the strategic and operational focus of this challenging position, experience in strategic planning, business planning and proposal development are essential as well as excellent written and oral communication skills and ability to lead teams in pursuit of organizational objectives. A Master's degree in a related field is required for this position, and a doctoral degree is preferred. In return, we offer a highly competitive salary and a very impressive benefits package, a dynamic environment working with exceptional colleagues, and an opportunity to impact and shape a critical component of the premier higher education association. If you know of anyone who may be interested in pursuing this opportunity, please ask them to forward their resume and cover letter and with salary requirements to:

Coleen Collins, Director, Human Resources, American Council on Education, One Dupont Circle, NW, Washington, DC 20036, Coleen.Collins@ACE.NCHE.EDU, Fax: 202-785-8742

MONGOLIA ENVIRONMENT AND SOCIAL ASSESSMENT EXPERTS, INSTITUTIONAL/ REGULATORY TRANSPORTATION EXPERTS

International Resources Group (IRG) is an international professional services firm that helps governments, the private sector, communities, and households manage critical resources to build a cleaner, safer, and more prosperous world. Since its inception in 1978, IRG has completed over 750 contracts in 137 countries, delivering high-quality, cost-effective services that promote positive economic growth, institutional and social change, and intelligent use of resources-human, physical, environmental, and financial. For more information, see www.irgltd.com.

For an upcoming transportation/railways project in Mongolia, IRG is recruiting for the following expertise:

ENVIRONMENTAL AND SOCIAL ASSESSMENT EXPERTS -to evaluate the potential environmental and social impacts associated with the implementation of a large infrastructure project. A minimum of 10 years of international experience is required in environmental assessment, environmental impact

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assessment (EIA) or resettlement action plan (RAP).

INSTITUTIONAL AND REGULATORY ASSESSMENTS EXPERTS -to evaluate the institutional and regulatory requirements necessary for successful implementation and sustainability of a railways project. Experience the railway sector and with regulatory assessments is highly desirable.

TO APPLY: Please respond with an updated resume and an indication of availability from November 1 2006 -June 2007 Recruitment@irgltd.com with "Mongolia MCC project" in the subject line.

Long Term Care Ombudsman, Neighborhood Interfaith Movement, Philadelphia

Advocate for long term care residents in nursing homes and assisted living facilities, plus recruit and train volunteers to assist in the work. Requires knowledge of aging and mental health issues, experience with public social service systems, and good communication skills. Bachelor's degree. Reliable transportation necessary.

How to Apply:

E-mail cover letter and resume to nim@nim-phila.org, or fax 215-843-0305.

Training and Consultation Specialist, Zero to Three, Washington D.C.

This position will support the activities of Military Projects at ZERO TO THREE primarily through training and consultation for professionals and community leadership located in communities supporting military families.

Essential Duties and Responsibilities

1. Provide training and consultation to military communities/professionals on issues related to supporting very young children:

- Establish community relationships;
- Provide and broker consultation, training, listserv and/or resources as needed.

2. Support the planning for the Training of Consultant/Trainers Orientation Meeting that is to provide essential information about the project and its associated activities, their role as trainers and consultants, all project materials, and relevant information regarding the military-specific context essential for supporting military families.

3. Support the planning and development of training for family support professionals. Led by the Senior Training and Development Specialist, Training and Consultation Specialists will assist in developing training content. Probable responsibilities will include:

- Research topics identified;
- Identify and prepare faculty;
- Identify meeting space;
- Coordinate meeting logistics; and
- Develop registration materials.

4. As a team, Training and Consultation Specialists will be responsible for the development of the special Pre-Institute sessions that will be held immediately prior to the 2007 and 2008 National Training Institutes.

5. Support Senior Training and Development Specialist as needed on activities such as:

- Material development;

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- Web development, and
- Training

6. Contribute to the overall vision and work of Military Projects @ ZERO TO THREE activities by participating in regular staff meetings.

Skills and Experience

- Strong knowledge of early childhood development, with a specific focus on infant and toddler development;
- Strong knowledge of trauma, grief and loss;
- Strong knowledge of military programs preferred;
- Experience in developing training content and overseeing logistics planning;
- Strong training and consultation skills;
- Strong interpersonal skills;
- Excellent conceptual, written and oral skills;
- Ability to manage multiple tasks;
- Detail oriented;
- Effective time management skills;
- Ability to be flexible; and
- Ability to travel

ZERO TO THREE: National Center for Infants, Toddlers, and Families is proud to be an EEO Employer

Additional Qualifications:

Master of Social Work or related area preferred

How to Apply:

To apply, submit cover letter, resume and salary history (required) to:

ZERO TO THREE, National Center for Infants, Toddlers and Families

Attn: Human Resources Department

2000 M Street, NW, Suite #200

Washington, DC 20036

-or-

E-mail HR@zerotothree.org

-or-

Fax: (202) 638-0851

Chief of Party - Civil Society, Development Alternatives Inc, Jordan

Civil Society Chief of Party

Development Alternatives, Inc. (DAI) seeks a Chief of Party to lead a multi-year project to strengthen civil society in Jordan. The projects may focus on a combination of the following areas: improving the legal enabling environment for civil society and non-profit organizations to operate; strengthening non-governmental and/or community-based organizations as advocates and watchdogs of government; and empowering women.

Responsibilities

- Provide technical advice on necessary changes to the legal framework to key stakeholders;
- Provide overall program management and serve as primary liaison between the NGO community, government stakeholders (ministries, parliament, etc.), USAID, and DAI
- Supervise and coordinate the work of all long- and short-term staff and subcontractors

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- Prepare and submit to USAID work plans, reports, and other administrative information as required, ensuring compliance with USAID reporting requirements on progress related to the program's results package
- Provide intellectual vision and strategic direction to the program
- Coordinate program activities with other donor programs

Qualifications

- 10 or more years of experience working with civil society organizations in a developing country context, Jordan or regional experience preferred;
- Previous management experience of USAID-funded or other donor projects; experience managing contracts preferred
- Demonstrated experience working with senior host-country counterparts
- Technical training experience in one or more of the areas mentioned
- Experience working in challenging environments
- Fluent English required; Arabic preferred.
- Advanced degree, including law or international development.

Please send CVs to cmdgrecruitment@dai.com, including "Jordan Civil Society" in the subject line, before October 31, 2006.

About DAI

DAI provides political and economic development solutions to businesses and governments worldwide. Current democracy and governance projects are located in Asia, Africa, Latin America and the Caribbean, the Middle East, Central and Eastern Europe, and the former Soviet Union. DAI maintains a regional presence through the DAI Palestine office, located in the West Bank and Gaza.

Manager, Pearson Peacekeeping Centre, Programme Support (Bilingual)

Manager, Programme Support (Bilingual)

Do you thrive on a challenge? The Pearson Peacekeeping Centre is looking for an energetic, knowledgeable, team player to join our team. The Pearson Peacekeeping Centre is a world-class organization dedicated to making peace operations better. Our reach is world-wide, and our programming is state-of-the-art.

As the Manager of Programme Support, you will work from Ottawa to design and implement a programme management system that will be flexible enough to meet the needs of the Centre, and the requirements of a variety of external donors and funders. You will be a key player in the ongoing transformation of the Pearson Peacekeeping Centre, building consensus and leading change in a highly dynamic international environment.

If you have at least 10 years experience in the administration and management of non-governmental organizations, and are at complete ease with Results-Based Management, you may be the right candidate for this job. You should also possess at least an undergraduate degree in a suitable field, and be bilingual (English and French). You should be able to conduct all aspects of the job in both official languages. Please specify your language proficiency in your application. International experience is a definite asset. The successful applicant must be legally able to work in Canada.

The PPC offers a comprehensive medical, dental, insurance benefits package and pension plan which is available following a three-month probationary period.

Salary Range: \$74,181 - \$89,735

Your curriculum vitae and covering letter (outlining how your qualifications make you the ideal candidate) will be accepted at the following address until 1:00 pm EST on 13 October 2006.

The PPC thanks all applicants, but only those selected for an interview will be contacted. Please quote job code MPS-DEVNET-Sept 06 on your application.

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Human Resources Administrator
Email: hr@peaceoperations.org
Pearson Peacekeeping Centre Fax: 902-638-8888
Cornwallis Park, P.O. Box 100
Clementsport, NS B0S 1E0

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