

Program Associate: PeaceCon 2024 (Part-Time, Temporary)

# The Alliance for Peacebuilding

# Introduction

The [Alliance for Peacebuilding](https://www.allianceforpeacebuilding.org/) (AfP)—named the “[number one influencer and change agent](https://www.allianceforpeacebuilding.org/afp-publications/afp-named-1-global-peacebuilding-influencer-and-change-agent)” among peacebuilding institutions worldwide—is a 501(c) 3 not-for-profit, nonpartisan, award-winning network of 200+ organizations working in 181 countries to prevent conflict, reduce violence, improve lives, and build sustainable peace. At our core, AfP cultivates a network to strengthen and advance the peacebuilding field, enabling peacebuilding organizations to achieve greater impact—tackling issues too large for any one organization to address alone.

# Role Summary

AfP is seeking a highly motivated individual as a Program Associate to provide logistical support for PeaceCon 2024, AfP’s annual conference taking place September 10th – 12th. This year’s conference will be held in person (in Washington, DC) and virtually (via Zoom). This is a wonderful opportunity to learn about the peacebuilding field from the inside, with broad exposure to a wide variety of civil society organizations and representatives from fields closely related to peacebuilding. The Program Associate reports directly to the Office Manager – Operations and will work on the following tasks:

* Preparing and coordinating speaker bios, program, and the online conference platform.
* Maintaining the conference pages on the AfP website.
* Managing event ticketing, registrations, and troubleshooting registration/payment issues.
* Coordinating logistics with special guests, speakers, and sponsors.
* Supporting event sponsorship efforts, including researching new sponsors, tracking payments, and collecting sponsor bios and logos.
* Drafting social media posts, emails, and other communication items to promote PeaceCon and support engagement with participants.

The position is temporary, part-time (up to 15 hours per week). Applicants should be based in the DC/Maryland/Virginia area. AfP expects this position to begin in early April 2024 and be filled until mid-/late-September 2024. This position has an hourly rate of $16, payable according to AfP’s bi-monthly payroll schedule, with standard deductions.

# Qualifications

* Education background and interest in peacebuilding, international affairs, or conflict studies
* Ability to commit to working from early- April 2024 until mid-/late-September 2024
* Minimum of one year of professional office experience, ideally in a non-profit setting (internships, part-time experience, and volunteer work qualify), preferred
* Excellent communication skills both in writing and verbal presentation
* Must be detail-oriented, with excellent organizational, customer service, and problem-solving skills; should be proactive, motivated, and team-oriented
* Must be flexible, able to multi-task, and thrive in a busy environment to meet deadlines
* Proficiency with software, data entry, Word, and Excel required, and Square Space and graphic design (Canva and Adobe) preferred
* Large event planning experience a plus

# Application Process

Please send a cover letter, resume, and list of three references to humanresources@allianceforpeacebuilding.org, ATTN: Program Associate: PeaceCon. Each attachment should be labeled "Last name, First name – [Document type].” **Applications will be reviewed on a rolling basis, and the position will be filled as soon as a well-qualified person is identified.**

As peacebuilders committed to social justice, we believe that drivers of violent conflict disproportionately hurt the most marginalized people in society — including people of color, people from lower-income backgrounds, women, and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or members of other marginalized communities.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

**Alliance for Peacebuilding (AfP) is an EEO Employer**

As an equal opportunity employer, AfP recruits, employs, trains, compensates and promotes regardless of race, color, age, religion, national origin, sex, marital status, disability, veteran status, sexual orientation, genetic information, HIV/AIDS status, political affiliations or belief, pregnancy, or any other characteristic protected by law. Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Please contact humanresources@allianceforpeacebuilding.org for assistance. We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process. Only those applicants who meet the required qualifications will be considered. Those selected for further discussions will be contacted. Interviews will be scheduled by appointment only; no phone calls please. **All applicants must be eligible to work in the United States, as the Alliance for Peacebuilding does not sponsor work visas.**