



JOB DESCRIPTION

Job Title:	Program Specialist
Function:	Program Implementation
Job Group:	Program
Duty Station:	Minneapolis/St. Paul, MN
Administrative Line Manager	Head of Programs
Line Manager:	Head of Programs
Line Management Responsibility:	N/A
Salary Range:	\$55,000 to \$65,000 Depending on Qualifications

We work with people affected by violent conflicts to enhance their security and dignity through unarmed civilian protection (UCP). We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath and to help transform the world's response to conflict situations.

The Program Specialist is a member of the U.S. program team responsible for working alongside local community organizations and leaders to identify and implement creative community-based solutions to increase people's safety and security. This may include implementing neighborhood safety patrols, providing protection to participants attending rallies and protests, and building relationships with all stakeholders to promote community safety that does not rely on force or threat of force, but rather uses unarmed approaches to reach peaceful resolution of conflicts. The Program Specialist will assist with volunteer training, curriculum development and community outreach.

Job Responsibilities

Project Implementation / Programming

- Program Development
 - Engage with all stakeholders to a conflict (local community leaders, government authorities, police, army, non-state armed groups, and nonprofit organizations) to identify ongoing and potential conflicts that may have the potential to result in violence
 - Assist the Head of Programs in program development through a keen understanding of the community conflicts and concerns
- Community engagement
 - Build and maintain relationships with community members, community stakeholders, partner organizations and community-based groups to understand how they are addressing community conflicts and concerns; build on and support their efforts
 - Be a resource for local communities looking for nonviolent approaches to address issues of safety and security
- Training
 - Assist with the development of new trainings for volunteers and community groups on topics related to violence prevention and reduction, nonviolence, and community safety
 - Co-facilitate trainings and workshops online and in person
- Protective presence, accompaniment, de-escalation and other interventions
 - Provide protective presence, protective accompaniment, and other direct-protection based activities in situations where a protection concerns has or may occur and which is a direct threat to community members

Administration & Operations

- Reporting
 - Report all work activities according to the work plan put forward by the Head of Programs and in compliance with funder expectations
 - Participate in team meetings, debriefs and strategy sessions, implementing recommendations arising from lessons learned
- Security
 - Contribute to security assessments for NP program and volunteer teams, partner organizations and community-based groups
 - Ensure all project work is consistent with agreed safety and security policies and procedures

Commitment to NP Principles

- All NP employees are expected to work in accordance with the organisation's guiding principles:
 - Nonviolence
 - Non-partisanship
 - Primacy of local actors
 - Civilian-to-civilian action
- Know and understand the NP mandate, principles and values and actively commit to upholding and advocating for them
- Serve as a community role model for peaceful co-existence and nonviolence, and support the image of the organization during all protection and community engagement activities

Required Qualifications:

- Strong commitment to the safety and security of civilians, human rights and racial justice
- Five years' work experience, preferably with a non-profit, civil society organization or community-based organization or group
- Solid knowledge and understanding of the political and social dynamics in the US
- Excellent communication skills
- Independent Judgement/Analysis:
 - Ability to manage information with discretion
 - Ability to set priorities, solve problems and analyze data
 - Ability to think critically and problem-solve creatively
- Interpersonal:
 - Ability to work in a multi-cultural environment
 - Proven ability to build relationships
 - Ability to work independently and as member of a team
- Information Technology:
 - Proficiency with the Microsoft Office suite required
 - Proficiency with Zoom, Skype, Signal and other similar software

Desired Qualifications:

- Bachelor's degree, preferably in the social sciences, peace studies or a related field
- Experience developing and conducting volunteer training
- Experience with unarmed civilian protection programming
- Knowledge of and interest in peacebuilding, peacemaking and/or peacekeeping

Special Notice:

Nonviolent Peaceforce is an Equal Opportunity Employer and is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position.

However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

We believe that systemic inequality disproportionately hurts the most marginalized people in society, including Black, Indigenous and People of Color (BIPOC), people from working-class backgrounds, women, and LGBTQ people. Because NP believes that these communities must be centered in the work we do in reducing violence arising due to racism, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.