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 Training Specialist is a member of the U.S. Program Team responsible for working alongside local community organizations and leaders to identify, implement and co-create trainings with the expressed intention of building Unarmed Civilian Protection (UCP) capacity with communities across the U.S. This may include implementing trainings focused on UCP, Community Safety & Mutual Protection and leadership development. The Training Specialist will design learning spaces that 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 Training Specialist will be tasked with volunteer training, curriculum development and community outreach.

Job Responsibilities

Responsibilities

- Coordinate Nonviolent Peaceforce’s Community Safety Training Program. This includes but is not limited to; virtual and in person trainings, curriculum design and support with volunteer management.
- Co-lead facilitation of NP volunteers and community partners in cities across the United States.
- Co-Create training curriculum on Unarmed Civilian Protection and Community Safety & Security.
- Work alongside the Volunteer Coordinator and Director of US Programs to build a ladder of engagement grounded in popular education and grassroots leadership development.
- Work with other members of NP’s Program Team to provide feedback and authentic input for further improvement of the curriculum and program.
- This position reports to the Director of US Programs.

Key competencies

- Advanced skills in facilitation, holding space amidst complex group dynamics and discussions, and managing/facilitating through conflict and tension.
- Previous experience with the application of community safety methodologies, nonviolent direct action and protest safety.
- Understanding of trauma and trauma-informed practices and ability to absorb and retain training curriculum with factual content.
Job Profile (Training Specialist)  
(March 2021)

- Understanding of structural racism and historical trauma of marginalized communities.
- Ability and comfort identifying and navigating race and discussions about racial justice issues in multi-racial groups.
- Ability to maintain composure and empathy in training spaces.

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

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 learning 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

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
- Nuanced knowledge and understanding of the political and social dynamics in the US
- Excellent communication skills
- Significant experience in facilitating groups, especially historically marginalized groups.
- Experience with and commitment to nonviolent civil resistance.
- Advanced experience in relationship building with leaders from marginalized and mainstream groups.
- Key understanding of frontline protest organizing dynamics.
- Professional demeanor by being punctual, consistent, reliable and courteous.
- Ability to travel
- 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
Job Profile (Training Specialist)
(March 2021)

- 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

**HOW TO APPLY:**
- If you have the background and experience required for this role and have a genuine interest to support the work that we do, we want to hear from you! Please send an application comprising a detailed CV and cover letter to: info@nonviolentpeaceforce.org
- Please state in the subject line of the email: Training Specialist
- All candidates must be qualified to work in the U.S.
- The job will be open until filled. Interviews will be on a rolling basis.

**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.