



Manager, Global Field Initiatives

The International Center on Nonviolent Conflict (ICNC) seeks a Manager of Global Field Initiatives who is passionate about our mission of spreading knowledge about how people can nonviolently struggle and win human rights, freedom, and justice.

Location: Washington, DC

Anticipated start date: February 15, 2017

Application instructions: Please submit a cover letter, CV, one or more writing samples totaling 5-10 pages, and at least four references. Apply at the following link: <http://bit.ly/2fXgLso>

Application deadline: January 2, 2017. Applications will be reviewed on a rolling basis.

ABOUT THE INTERNATIONAL CENTER ON NONVIOLENT CONFLICT:

We are an independent educational foundation that develops and disseminates knowledge about how people can organize themselves and engage in nonviolent civil resistance to win rights, freedom, and justice. We communicate this knowledge to organizers, activists, scholars, civil society organizations, journalists, members of the policy community and others throughout the world.

Since our founding in 2002, we have pursued our mission by organizing two annual summer institutes (for international professionals and for activists in North America), educational seminars, workshops for people from 139 countries, and many other educational and civic programs. We also support groundbreaking research, translations of critical educational resources, and the development of new written and audiovisual materials about civil resistance. Find out more about our work at: www.nonviolent-conflict.org

DESCRIPTION:

ICNC is looking for a Manager of Global Field Initiatives who is passionate about our mission; knowledgeable about nonviolent civil resistance, human rights and international affairs; and who can support our expanding work with activists, organizers, and dissidents around the world. Core aspects of our field work include making grants to grassroots organizers and individuals around the world; developing new educational resources for activists; translating existing resources into a wide variety of languages; leading in-person and online educational programs and workshops; field visits to various parts of the world; and collaboration with other foundations.

This position involves providing significant operational support, but it also provides extensive opportunities to learn and deepen knowledge of civil resistance, which will enable this staff person to take on increasingly substantive responsibilities over time.

The Manager of Global Field Initiatives works closely with ICNC's Associate Director for Global Field Initiatives. ICNC's field initiatives also intersect with and inform ICNC's academic initiatives, communications, and work with other NGOs. As such, this staff person will also get to work and interact with all ICNC staff across all program areas, and will be supported by a field initiatives intern.

SCOPE OF WORK:

The position supports the following aspects of ICNC field initiatives:

Program support for field initiatives

- Work with the Associate Director of Global Field Initiatives to review quarterly grant applications and applications for our Local Learning Initiatives Network program
- Define scope of work, deliverables, and timelines for inclusion in ICNC grant agreements and independent contractor agreements
- Assist with budget creation and tracking for various field initiative programs
- Manage correspondence with grantees and contractors; track project timelines and deliverables

Translations

- Create budgets, set goals, and oversee progress of translations and evaluations
- Expand the number of translators and evaluators working with ICNC in various languages
- Manage communications with translators and evaluators
- Assist in promoting completed translations

Field workshops and site visits

- Manage logistics for, and potentially travel to and present at, ICNC field workshops

Development of educational resources

- As directed by ICNC's Associate Director for Global Field Initiatives, provide editorial support for any draft publications submitted to ICNC as a result of ICNC field initiative grants

Development and running of field initiative online courses

- Work with ICNC's President and Associate Director for Global Field Initiatives to plan and develop content for new online field initiative courses
- Build online field initiative courses on ICNC's e-learning platform
- Moderate online courses for activists and organizers

Research and writing

- Assist ICNC's President and Associate Director for Global Field Initiatives in research, writing, and editing, as requested.

REQUIRED QUALIFICATIONS:

- MA degree in a relevant field plus a minimum of 3 years (5 years preferred) of relevant work experience in the field of nonviolent civil resistance, social movements, human rights, or issue advocacy
or
BA plus a minimum of 5 years (8 years preferred) of relevant work experience in the field of nonviolent civil resistance, social movements, human rights, or issue advocacy
- Strong writing and editing skills (5-10 page writing sample required)
- Experience with curriculum development
- Experience developing content for and updating websites
- Highly organized and detail-oriented
- Strong interpersonal skills and the ability to collaborate and work as part of a team
- Strong cross-cultural communication skills
- English language fluency, both written and spoken
- Must have permission to work in the US and be located in (or be able to relocate to) the Washington, DC area

PREFERRED QUALIFICATIONS:

- Experience living or working abroad, and/or working knowledge of a foreign language
- Experience working with developing and moderating online courses
- Teaching and presenting experience
- Experience with monitoring and evaluation of NGO programs
- Competency in Adobe InDesign

The International Center on Nonviolent Conflict is an Equal Opportunity Employer, committed to diversity in the workplace. It does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.