Network and Communications Coordinator
+Peace Coalition
Washington DC, San Francisco CA, or international posts considered

About +Peace
+Peace is a coalition of the world’s leading peacebuilding organizations mobilizing people, governments and the private sector to reduce global levels of violence and support frontline peacebuilders worldwide. In 2018, +Peace led the campaign to put peacebuilding in the world’s English-language dictionaries. Housed at the Alliance for Peacebuilding, +Peace is now building out its membership base, refining its governance model, and preparing to launch its next series of campaigns.

There are currently 19 members and several allies partners and allies leading +Peace, headquartered all over the world. The Steering Board is made up of the Alliance for Peacebuilding, American Friends Service Committee, Generations for Peace, GPPAC Foundation, and Search for Common Ground. Additional members include: Saferworld, the Centre for Humanitarian Dialogue, Peace Direct, Interpeace, Conciliation Resources, Generations for Peace, GPPAC Foundation, Love for Life, Mercy Corps, the Quaker United Nations Office, PAX, and the European Peacebuilding Liaison Office.

Summary
The +Peace Coalition is looking for a dynamic, ambitious, entrepreneurial early career advocacy and communications professional to serve as its Network and Communications Coordinator to support the Coalition Secretariat build and manage its membership base, manage frontline communications, build and execute a collective communications strategy, and other duties as assigned.

The position involves a diverse range of tasks related to the dynamic start-up phase of a new public awareness and advocacy coalition. While the Coordinator will be principally responsible for managing the health of the Network, the successful candidate will also play a strong role in shaping the public image and brand of the Coalition. The ideal Coordinator should enjoy creative work environments with new opportunities and challenges. S/he should take an entrepreneurial and principled approach to the position, dedicated to both respecting the Coalition’s members and the peacebuilding sector’s multi-decade history while also helping chart a new vision of what a global social movement for peacebuilding must look like in the face of 21st century.

Specific Duties:
Network Coordination
  ● Engage existing Coalition members, partners, and allies to manage coalition governance processes, support information flow, and meet member needs;
● Manage internal Coalition communications, including bi-weekly emails, working group meetings, and steering group processes;
● Manage communications with prospective Coalition members, allies, and partners;
● Manage Coalition website, campaign specific websites, and overall online presence;
● Support planning and execution for Coalition advocacy and events;
● Support planning for annual Coalition strategy meeting; and
● Additional duties as assigned.

Communications Coordination
● Manage Coalition website, social media, and backend advocacy system;
● Manage Coalition’s external communications with the press;
● Support Director in producing a Communications and Evidence-Base Toolkit in support of Coalition’s collective power building and narrative change strategy;
● Leverage breaking news events through writing rapid response posts to elevate our members, drive engagement with +Peace, gain followers, and generate positive coverage.
● Design original graphics in Canva, Photoshop or Illustrator for organizing and press events;
● Help draft weekly email blasts, and manage email outreach program by reviewing and growing lists, designing an email outreach strategy, and gaining new supporters;
● Design event materials such as brochures, flyers, programs and signs for press and outreach events in US and globally;
● Produce original videos at broadcast quality, quickly adding captions or other animations to make videos more successful on social media. Experience with video editing software required. Adobe Premier experience strongly preferred.
● Update website, write press releases and public statements, and assist with planning and executing of advocacy events; and
● Additional duties as assigned.

Qualifications
● At least 3 years’ experience in Communications, Coalition Building, and/or Organizing;
● Strong writing, editing, and proofreading skills;
● Strong communication and creative skills;
● Experience in traditional media, website management, and content production (required);
● The ability to adapt rapidly to evolving priorities and deadlines (required);
● Previous experience with global advocacy coalition and/or network management (preferred);
● Previous experience with an advocacy campaign start up (preferred);
● Experience in community and/or transnational organizing; and
● Drive to solve problems in a team environment and lead with high energy and a positive attitude.

This is an early-career position. +Peace offers competitive salaries commensurate with experience and a comprehensive benefits package.
**Application Process**

To apply for this position, please send a cover letter, resume, and a list of three references to humanresources@allianceforpeacebuilding.org by June 05, 2019. Applications will be reviewed on a rolling basis. Incomplete applications will not be considered.

Each attachment should be labeled "Last name, First name – [Document type]." In the subject line, please state: “Network and Communications Coordinator.” Applications will be reviewed on a rolling basis, and the position will be filled as soon as a well-qualified person is identified.

The Alliance for Peacebuilding is an equal-opportunity employer and welcomes resumes from all qualified applicants, particularly women and people of color. The Alliance for Peacebuilding does not discriminate based on gender, ethnicity, race, religion, sexual preference, or disabilities.