



CHANGE STARTS HERE PeaceJam.org

PeaceJam VISTA Team Leader Job Description

The PeaceJam Foundation is seeking an AmeriCorps VISTA Team Leader to coordinate and support 12 full-time VISTA members at PeaceJam sites throughout the United States. The VISTA Leader will serve at the PeaceJam Foundation office in Arvada, Colorado from August 11, 2008 until August 11, 2009.

The mission of the PeaceJam Foundation is to create a new generation of young leaders committed to positive change in themselves, their communities and the world through the inspiration of 12 Nobel Peace Laureates.

PeaceJam Foundation connects youth with Nobel Peace Laureates through curricular programs for youth ages 5-25 that incorporate service-learning, conflict resolution, character development, and leadership skills. High school and college age youth have the additional opportunity to spend one weekend a year working side-by-side with Nobel Peace Laureate at one of PeaceJam's Youth Conferences. In 2006, PeaceJam and its 12 Nobel Peace Laureates launched a Global Call to Action Campaign, calling on the youth of the world to help address the most pressing issues facing the planet today --including extreme poverty, racism, the environment, social injustice, and violence -- with the goal of completing one billion service projects by 2018.

The PeaceJam VISTA team will be responsible for supporting the local implementation of PeaceJam Programs and the Global Call to Action in 7 PeaceJam Affiliate offices across the USA and in 3 Colorado communities including Metro Denver, Southwest Colorado, and Pueblo. The PeaceJam VISTA Team Leader will help ensure that the PeaceJam VISTA team is successful!

Responsibilities

- Support all aspects of the 10 site nationwide PeaceJam VISTA program management.
- Act as a liaison between VISTA members and PeaceJam staff.
- Collaboratively develop and implement comprehensive training and reflection programs for VISTA members
- Support VISTA host sites through regular site visits in coordination with the Project Manager.
- Create a support network among PeaceJam VISTA members.
- Organize and implement regular "check-in" and subject-based conference calls with VISTA members.
- Provide VISTA members with up-to-date resource, training, and networking information
- Initiate communication with and between VISTAs.
- Assist in managing all aspects of the PeaceJam VISTA recruitment process.
- Gather, organize, and analyze data for 10 site program.
- Assist Program Manager in submission of quarterly reports to the federal funding agent.
- Collect information, maintain and update PeaceJam VISTA contact information, host site information, and VISTA profiles.
- Monitor announcements, directions to events, urgent messages, funding alerts, and news updates for and from VISTAs.

Qualifications

- High school diploma (associate's or bachelor's degree preferred)
- One year of experience as an AmeriCorps VISTA member
- Able to make a full-year, full-time commitment
- Able to take initiative and work independently
- Interest and experience in PeaceJam programming
- Excellent verbal and written communication skills
- Proficient in standard computer software, email, and internet
- Able to meet deadlines and handle multiple tasks effectively
- Able to work with teams & collaborate with VISTA Project Manager and other PeaceJam staff
- Ability to interact with students, administrators, and faculty
- Experience in working with community partners, relationship-building, and networking
- Experience in community-building, volunteer management, or team leading preferred
- Access to an automobile (for local and regional transportation)
- Spanish language skills preferred, but not required

Benefits

- Opportunity to work with international peace education program that works personally with 12 Nobel Peace Laureates and was nominated for the 2008 Nobel Peace Prize
- Opportunity to build relationships with PeaceJam Affiliate Offices across the United States
- Chance to be part of and support PeaceJam's 10 year Global Call to Action Campaign
- Monthly living allowance of approximately \$1,109
- Post service education award of \$4,725 or end-of-term stipend of \$2,400
- Health coverage
- Student loan forbearance
- Childcare assistance if needed
- Relocation allowance
- Extensive training, professional development, and networking opportunities
- Non-competitive status for government positions in year following term of service

Application Procedure

To apply, please send cover letter and resume to Ryan Hanschen, VISTA Project Manager, at ryan@peacejam.org by June 11. Please call Ryan at 303.455.2099 with questions.