Organizational Overview

Founded 25 years ago, Peace First is an international nonprofit organization that exists to create the next generation of peacemakers. We believe passionately that young people are natural problem solvers and that by unleashing their moral imaginations we can create a youth-led movement to counter the culture of violence that affects us all. We believe in the power of all young people to change the world through peacemaking - not someday in the future - right now. To this end, we invest in their ability to see themselves today as leaders and to maximize their capacity to solve some of society's most pressing problems.

Since our founding, Peace First has developed a best-in-class curriculum to teach young people the skills of courage, compassion, and collaborative leadership and apply them to the injustices they find in the world. This classroom curriculum is now open-source and available online via our Digital Activity Center, and it has been used by educators in all 50 states and more than 90 countries around the world. In 2013, we continued to build on our belief in the power of young people by launching the national Peace First Prize, a sort of Nobel Peace Prize, along with a two-year fellowship for young people who exemplify the positive impact that young peacemakers can create in the world. Over the past three years, the Prize has generated over 120 million media impressions, thousands of nominations and applications, and awarded over 20 fellowships to a group of extraordinary young exemplars.

Peace First is now focused on creating a global movement of young people (ages 13-24) to counteract the culture of violence, intolerance, and hatred that plagues too many communities around the world. Called the Peace First Challenge, this project combines the use of media and on-the-ground partnerships to recruit young people from around the world to a digital platform that provides critical resources and connections that move young people from experiences to ideas to actions. With the goal of true culture change top of mind, we aim to have at least 100,000 young people registered and engaged with this peacemaking work within the next two years. Not only will thousands of young people develop the skills and lifelong commitment for peaceful social change, but we will source and share powerful solutions from those closest to the problem.

A key element of our strategic plan is to build out our team of talented professionals. We actively recruit, retain, and develop a multicultural and dynamic workforce that effectively and efficiently meets the wide spectrum of young people's needs across the globe. We believe that an inclusive and open environment fosters creativity, contributes to the quality of our work, and
provides growth opportunities for all employees.

To that end, we are seeking individuals who are excited about fostering this inclusive culture and working in an entrepreneurial environment where there is an immediate opportunity to have tangible impact on organizational direction and achievement. We are a team of individuals who thrive in an environment that embodies and celebrates the following:

- Possession of a deep belief in the ability of young people to create change
- Ability to adapt and apply skills to new and changing scopes of work
- Eagerness for more responsibility and exposure to new challenges
- Motivation to solve problems by taking initiative and trying new ways of doing things
- Enthusiasm for connecting others to our mission and providing them with powerful experiences
- Openness to working with others across diverse perspectives and backgrounds

**Position Overview**

The Summer Associate plays a key support role in ensuring that others have what they need to be successful and that our constituents have a rewarding and meaningful experience. The Summer Associate is responsible for general office management and providing administrative support to the CEO. This is a great role for someone looking to spend their summer in a social justice, entrepreneurial organization. A high degree of professionalism, customer service, and organizational skills are required, as well as the ability to work independently and with a team. This position reports to the Finance and Operations Manager and works closely with the CEO and other departments.

**Responsibilities**

**Executive Support**
- Serve as a point of contact for the CEO
- Manage CEO’s calendar
- Communicate with external constituents
- Coordinate CEO travel
- Support CEO in his meetings

**Office Management**
- Serve as receptionist and welcome guests, manage mail, etc.
- Maintain inventory of office supplies and materials

**General administrative support**
- Support other teams on an as-needed basis. Responsibilities could include database management, scheduling, arranging and supporting meetings or other administrative duties
**Key Skills and Experience**

We understand that there are many paths to acquiring experience and therefore welcome candidates from diverse and nontraditional backgrounds for this role who have demonstrated equivalent transferable skills to carry out the major duties outlined in this job description.

Specifically, we are looking for candidates with:

- At least one year of experience in an office environment, preferably with a non-profit organization
- Exquisite attention to detail and ability to deliver high-quality work in a fast-moving environment
- Experience engaging with internal and external constituents in an authentic and respectful manner
- Excellent communications skills, esp. writing
- Ability to anticipate others’ needs and excitement to ensure others have what they need to be successful

All members of our team, regardless of role, should have these qualities and experience:
- Commitment to contributing to an overall organizational culture that is inquisitive, youth-centered, caring, and fun
- Belief in and leading with Peace First’s core values of courage, compassion, and collaboration
- Commitment to supporting young people as they change the world for the better through peacemaking
- Capacity to integrate into all functional areas while autonomously leading one’s work
- Understanding of how digital platforms can support youth leadership and amplify their peacemaking efforts
- Proficiency in Google Drive, Docs, Gmail, etc.; Microsoft Office Suite (Word, Excel, PowerPoint)

**Other Requirements**

Written and spoken fluency in English. Candidates must be able to verify that they are authorized to accept employment in the United States.

**Compensation and Benefits**

This is a temporary role, starting June 2018 and ending August 31, 2018. The Summer Associate will work 32-to-40 hours a week. Compensation is $15/hour. Peace First offers a competitive and comprehensive benefits package.

**Start Date / Location**

To Apply

To be considered for this position, please send a resume and cover letter documenting your strong fit with the job requirements to talent@peacefirst.org. Attach files as Word or PDF documents and include “Summer Associate” in the subject line of your email.

Peace First is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, gender identity, genetic information, military service, age, ancestry, or disability.