



Hands of Peace Site Director - San Diego Area

Our Organization

Hands of Peace empowers American, Israeli, and Palestinian youth to become agents of change. Through dialogue, education and action, we aim to:

- Grow a thriving network of young agents of change;
- Nurture impactful leaders by developing critical thinking, conflict resolution and peacebuilding skills;
- Serve as a hub for intercultural exchange and education, for a vibrant, international community.

Responsibilities

The Site Director reports to the Executive Director and is responsible for Hands of Peace programs for the San Diego region, including all aspects of the Summer Program. This position will lead outreach and engagement with San Diego-area alumni, coordinating alumni programming with the Middle East Regional Managers and with the Chicago Site Director. Recruiting and managing local volunteers who are instrumental in supporting our programs is a key responsibility of the job. The Site Director will also represent Hands of Peace to donors, community members, and media.

Specific Duties Include:

- Serve as Co-lead with Chicago Site Director on engagement with American alumni.
- In coordination with Regional Managers, develop and implement unicultural and multicultural training and workshops that deliver life stage appropriate skill-building experiences for alumni, including, but not limited to: leadership, negotiation, facilitation, non-violent communication.
- Plan, coordinate, and execute the annual three-week summer program, including recruitment of participants, host families and volunteers, pre-program orientation, and program design. Responsible for hiring and managing seasonal staff, and coordinating logistics and activities associated with the program.
- Lead the Alumni Advisory Committee to engage alumni in organizational programs, recruitment, and outreach.
- Lead the Volunteer Leadership Council to engage volunteers and provide meaningful opportunities for the community.
- Maintain accurate and up-to-date database records in DonorPerfect with contact and demographic information on program alumni and community contacts.
- Facilitate and chaperone the American alumni Multi-Narrative tour to Israel and Palestine.
- Outreach to local community groups, religious institutions, and service clubs to build connections, partnerships and raise awareness about Hands of Peace.

- Assist the Director of Development in planning and executing fundraising events, including the Spring Benefit and Summer Farewell; participate in other development opportunities as assigned.
- Work directly with the Executive Director to execute programming within designated budget parameters.
- Work collaboratively with other staff in Chicago, San Diego, Israel, and Palestine in implementing the duties above.

Minimum Qualifications

- Bachelor's Degree
- 2-4 years of experience in cross-cultural, education, peacebuilding, conflict-resolution, or related fields
- Experience working with youth/young adults
- Experience creating curricula and content for dialogue, empowerment, and/or education programs;
- event planning/management
- Strong public speaking and networking skills, experienced with community outreach
- Excellent interpersonal skills
- Ability to manage 10-15 seasonal staff from Israel, Palestine, and the U.S., delegate tasks to 100+ volunteers, and train others
- Strong analytical skills and proven ability to multi-task and perform in a fast-paced environment
- Strong verbal and written communication skills
- Self-starter with the ability to meet deadlines and balance competing priorities
- Proficient in Microsoft Word, Excel, PowerPoint, ConstantContact, Dropbox, Zoom, DonorPerfect, Google Suite or similar technology platforms and comfortable learning new technological skills.
- Must pass a background check
- Must have a valid driver's license and reliable transportation
- Willing to travel within the United States, Israel and Palestine as required
- Willing to work flexibly and virtually across time zones, including some evenings and weekends

Additional Qualifications

- Previous experience in the Middle East and/or a demonstrated understanding of the Israeli-Palestinian conflict
- Experience planning and managing virtual education programs
- Fundraising experience
- Knowledge of/proficiency in Arabic and/or Hebrew
- CPR Certified or willingness to become certified

To Apply

Please submit your resume/CV and a cover letter explaining your qualifications for the position via email to recruiting@handsofpeace.org. Please direct any questions to that email address.

Non-Discrimination Policy

Building bridges of understanding between diverse communities is fundamental to the mission of Hands of Peace. Our staff, participants, and volunteers come from myriad backgrounds and unique perspectives. We do not discriminate on the basis of race, ethnicity, religious identity, secular identity, gender, age, national origin, disability, or sexual orientation.

Compensation and Benefits:

Salary Range: \$40,000-\$50,000 annual, depending on experience and qualifications.

Benefits: Health Care, Dental, Vision and Retirement plan options