



www.handsofpeace.org

Job Description – Hands of Peace Assistant Program Director

Each summer, Hands of Peace brings American, Israeli, and Palestinian youth together in Chicago and San Diego for a three-week dialogue-based program. The flagship Summer Program is a powerful, unifying experience that starts our participants on their journey to becoming agents of change. In dialogue sessions led by professional facilitators, Hands (first-year participants) and XLs (second-year participants) learn about “the other” and explore peaceful solutions to foster equality, freedom, and justice. This summer, Hands of Peace will bring together 42 participants in San Diego and 42 participants in Chicago, ages 15-19.

The 2023 Summer Program dates are July 12 - 31, 2023.

As part of the Summer Program Staff, the **Assistant Program Director (APD)** is a key player, responsible for assisting the Site Director (SD) with daily operations and logistics management during the Summer Program. This is a temporary, contract position available in both San Diego and Chicago.

Specific responsibilities include:

Training

1. Attend a minimum of two (2) staff trainings before the Summer Program (dates to be finalized).
2. Attend and contribute logistical support for two (2) pre-program orientations for American participants, their parents, and US-based Host Families (dates to be finalized).

Logistics

1. Manage communications with external vendors, including providing assistance securing contracts and facilitating payments for necessary services (i.e., transportation, rentals, meals, externally scheduled program components).
2. Lead volunteer communications regarding meal and snack donation, ensuring timely delivery and set up of daily lunches and snacks.
3. Support the volunteer host family committee in managing host family communication, including organizing carpools for external events.
4. Chaperone external activities and field trips as requested.
5. Attend staff meetings and take meeting minutes as assigned.
6. Assist with setup and breakdown of activities as needed.
7. Additional administrative tasks as directed by Site Director or other program staff.

Programming

1. Oversee logistics and planning for the Hands of Peace Farewell Celebration, happening on July 30, 2023, including managing a team of volunteer event planners, in close coordination with Marketing Manager, Site Director, and Director of Development.

2. Additional programming tasks as directed by Site Director or other program staff.

Time Commitment:

Ideally, the APD will begin part-time work on June 1, 2023 and will transition to full-time and in person (at the Chicago or San Diego site) no later than July 1, 2023. The APD is expected to be physically present during all program activities for the duration of Summer Program. Time off will be agreed upon with the Site Director prior to Program start. The position will end no later than July 31, 2023.

Minimum Qualifications and Experience:

1. 2-3 years experience in administration, event planning, program coordination, and/or volunteer management.
2. 2-3 years experience working with teenagers in educational or recreational settings as a mentor, educator, or other authority figure.
3. Excellent organizational and communication skills and a professional demeanor.
4. Demonstrated emotional maturity and literacy, including the ability to identify and communicate one's emotions in a constructive manner.
5. Commitment to the idea of dialogue as a means of cultivating peaceful, inclusive, and equitable relationships among individuals and groups.
6. Ability to work both collaboratively and independently with some degree of ambiguity and to manage multiple priorities simultaneously.
7. Demonstrated ability and willingness to set an example for all participants by managing conflicts and differences, whether among the participants and/or staff, with a calm, professional and courteous approach that reflect Hands of Peace's values as an interfaith and multicultural organization.
8. Proficiency using Google Workspace and technological competency.
9. Experience living abroad and/or working in multicultural settings is preferred.
10. Familiarity and/or experience with the Israeli-Palestinian Conflict is strongly preferred.

Additional Qualifications:

1. Must reside in or be willing to temporarily relocate to the San Diego or Chicago area at the time of application.
2. Must be over the age of 23 at the time of application.
3. Must hold a valid Driver's license and be willing to drive for the duration of Summer Program (Hands of Peace will reimburse for mileage).
4. Must be willing to undergo a background check and be fully vaccinated and boosted against COVID-19 before beginning in-person work.

Compensation:

The stipend for this position is \$3,500.

To apply, send a cover letter and resume to mstanek@handsofpeace.org and ekenward@handsofpeace.org. Exceptional candidates will be contacted via email to schedule an interview.