



Intercommunity Justice and Peace Center Program Manager

Intercommunity Justice and Peace Center (IJPC) was founded in 1985. IJPC educates and advocates for peace, challenges unjust local, national and global systems, and promotes the creation of a non-violent society. IJPC is a 501c3 nonprofit organization. For more information, visit IJPCcincinnati.org

The Anti-Death Penalty Program and Peace & Nonviolence Program Manager position is full time exempt and reports to the Executive Director. Salary range is mid-30s. Benefits include paid vacation, sick, and personal time off. Insurance benefits not currently offered.

Primary Responsibilities

Anti-Death Penalty Program

- Communicate with death row inmates, their families, lawyers and friends as needed or requested
- Organize petitions, rallies, press conferences, and vigils
- Plan and implement educational programming
- Collaborate with state and national organizations to develop education and advocacy campaigns
- Plan and facilitate grassroots and direct lobbying efforts with local and state officials

Peace and Nonviolence Program

- Prepare presentations and seek opportunities for public speaking
- Lead lobby visits with elected officials
- Lead trainings in nonviolence and dialogue facilitation
- Convene and facilitate programs like Rethinking Racism and the Nonviolence Alliance of Greater Cincinnati
- Maintain a broad knowledge and awareness of peace and justice issues

Organizational Support

- Create, update, and implement annual program planning and goals
- Connect, network, and outreach with faith, labor, and community partners
- Create visual and written communication
- Reach out to and productively engage media/press of all forms
- Contribute written content to IJPC newsletter, website, social media, and e-list action alerts
- Facilitate Anti-Death Penalty Committee and Peace Committee Meetings
- Support other program and non-program work as needed
- Mentor and retain volunteers

Qualifications

- Bachelor's Degree preferred
- Commitment to peace and justice and IJPC's mission
- Excellent written and oral communication skills
- Excellent computer skills including proficiency in Microsoft and Google Suites
- Proficient in social media
- Prior experience working with the press is desirable
- Some experience in grassroots organizing is desirable
- Organized and able to organize others
- Experience working with and managing volunteers and works well with a variety of people
- Ability to work independently and collaboratively, to multi-task and see projects through to completion.
- Skilled in meeting and group facilitation
- Experience in event planning
- Good listening skills and compassion for persons in crisis
- Some knowledge of death penalty issues and commitment to ending the use of the death penalty in Ohio
- Be trained in nonviolent communication
- Able to promote her/his nonviolent philosophy
- Ability and willingness to work flexible hours
- Collaborative spirit

The small IJPC staff works collaboratively, shares office chores, and performs other duties as requested.

IJPC is an Equal Employment Opportunity Employer who is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, disability, national origin, age, genetic information, marital status, sexual orientation, family responsibilities, matriculation, or any other characteristic protected by federal, state or local law.

Please submit resume and cover letter via email to Allison Reynolds-Berry, Executive Director, at allison@IJPCcincinnati.org by November 18, 2018. Please make clear the position for which you are applying. Incomplete applications will not be considered.