



JOB DESCRIPTION

Job Title:	Program Manager
Function:	Program Implementation
Job Group:	Program
Duty Station:	Minneapolis/St. Paul, MN
Administrative Line Manager	Director of Programs
Line Manager:	Director of Programs
Line Management Responsibility:	Program Specialists
Salary Range:	\$70,000 to \$75,000 Depending on Qualifications

Nonviolent Peaceforce (NP) is a dynamic, international non-governmental organization. We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath through the implementation of unarmed civilian protection programming.

JOB SUMMARY: Nonviolent Peaceforce is seeking a program manager to provide leadership and project management to its newest program in the Twin Cities, MN. The program manager will be responsible for development, implementation, evaluation and personnel management of programming designed to increase safety of local residents and civilians using unarmed and community based approaches. This entails developing strong relationships with community leaders and organizers committed to reimagining public safety that does not use force or threat of force. The position is part of the US Program team and must work collaboratively with Development, Communications, International Programs and Advocacy.

KEY OBJECTIVES/RESPONSIBILITIES:

- Responsible for the overall planning, implementation, monitoring and reporting, and general administration of NP projects within the Twin Cities in accordance with the project description, policies and donor agreements.
- Provide supervision and monitoring of activities and processes and provide oversight to evaluate program effectiveness.
- In collaboration with Director of Programs, develop tools to assess, analyse and evaluate the impact of NP programs.
- Build effective networks and collaborative relationships with partners, communities, NGOs/Community Organizations.
- Implement procedures for internal monitoring and reporting of activities in accordance with project objectives and indicators and provide regular reporting to Director of Programs.
- Provide regular support and supervision to program staff, including guidance in formulating individual work plans
- Lead, guide and support program staff to carry out and meet program objectives and goals to illustrate the effectiveness of unarmed civilian protection methods and practices
- Lead and support with the facilitation and content creation of unarmed civilian protection trainings with local community organizations & residents

COMMITMENT TO NP'S PRINCIPLES:

- Demonstrate a commitment to NP's mission and principles

- All NP employees are expected to work in accordance with the organisation's guiding principles:
 - Nonviolence
 - Non-partisanship
 - Primacy of local actors
 - Civilian-to-civilian action
 -

These principles and beliefs shall guide our actions and relationships in protecting civilians in violent conflicts through unarmed strategies.

QUALIFICATIONS AND COMPETENCIES:

- Five years' work experience, preferably with a non-profit, civil society organization or community-based organization or group, in a management capacity.
- Strong commitment to the safety and security of civilians, human rights and racial justice and mission of the organization.
- Solid knowledge and understanding of the political and social dynamics in the US.
- A demonstrated background in grassroots organizing, training facilitation and building effective teams. Preferred areas of expertise around nonviolent direct action, mutual aid and solidarity based organizing.
- Excellent communication skills, verbally and in writing.
- Ability to set priorities, solve problems and analyze data.
- Strong leadership and facilitation skills grounded in social justice principles.
- Must be able to work independently and with a diverse group of colleagues.
- Good skills in Microsoft Office applications; IT hardware skills a definite asset.

HOW TO APPLY:

If you have the background and experience required for this role and have a genuine interest to support the work that we do, we want to hear from you!

- Please send an application comprising a detailed CV and cover letter to:
 - info@nonviolentpeaceforce.org
- Please state in the subject line of the email: **Program Manager Position Application**
- The job will be open until filled. Interviews will be on a rolling basis.

Special Notice:

Nonviolent Peaceforce is an Equal Opportunity Employer and is committed to achieving gender balance in its staff at all levels. All qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered.

We believe that systemic inequality disproportionately hurts the most marginalized people in society, including Black, Indigenous and People of Color (BIPOC), people from working-class backgrounds, women, and LGBTQ people. Because NP believes that these communities must be centered in the work we do to reduce violence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.