Young Fellow for Peacebuilding Policy

Title: Program Assistant for Peacebuilding Policy
Department: Legislative
Reports to: Legislative Representative for the Prevention of Violent Conflict

Description
FCNL Young Fellows work with key staff members to build expertise in advocacy from a public interest perspective. The program is full-time and paid a salary at the DC living wage standard plus benefits. Fellows work under the title “Program Assistant” and work directly with FCNL staff, gaining first-hand knowledge of the legislative process and the organizing and communications work that is necessary for policy change. Young Fellows work full-time through the end of July.

The Young Fellows Program is designed to offer all program assistants the opportunity to learn more about all of our issues, to gain career development advice and to acquire other skills that will serve them in the future. Brown bag lunches or other meetings are scheduled at least monthly specifically for program assistants and the participants are expected to attend those meetings.

Program assistants are expected to perform a variety of duties, including:

- **Advocacy**: Lobby Congress and build grassroots campaigns to encourage constituents and members of Congress to take action by providing them with information on critical issues.
- **Communications**: Draft action alerts, letters, and background reports to keep constituents informed and to express FCNL's position to Congress and the administration. Use social media and mass email platforms as advocacy tools.
- **Outreach**: Help build democracy by organizing campaigns and workshops that empower people around the country to engage with elected officials in Washington.
- **Research**: Attend congressional committee hearings and coalition meetings and analyze documents and reports.

The Peacebuilding Policy program at FCNL has a long history of advocating for the peaceful prevention of violent conflict. The Program Assistant works with the lobbyists to identify the problems that perpetuate violent conflict and promote legislative responses. The Program Assistant should expect to spend a significant amount of time on Capitol Hill, lobbying members of Congress and their staff members on the benefits of investing in conflict prevention and peacebuilding policies, including appropriations for relevant accounts. The Program Assistant will also support the Experts Committee on Strategic Prevention, which is planned for 2020 with the aim of developing a new bold vision and clearly defined policy agenda to improve the U.S. commitment to strategic prevention. The Program Assistant will provide logistical and research support, as well as have the opportunity to meet the experts and listen to their discussions.
Key Priorities and Responsibilities

- Support the implementation of a legislative, media and grassroots strategy for advancing peacebuilding as a core pillar of U.S. foreign policy.
- Track and analyze budgets and appropriations for peacebuilding.
- Monitor and analyze relevant congressional and executive branch offices actions, hearings and floor action.
- Monitor relevant news media and provide analysis to peacebuilding policy program and FCNL’s communication team.
- Write updates, background papers, commentary, and calls to action for the FCNL website.
- Provide logistical and administrative support and updates to the Prevention and Protection Working Group (PPWG), a coalition of human rights, religious, humanitarian, anti-genocide, peace and other organizations dedicated to improving U.S. government policies and civilian capacities to reduce violent conflict, prevent mass atrocities, and protect civilians threatened by such crises.
- Outreach to Hill offices and the administration on implementation of the Elie Wiesel Genocide and Atrocities Prevention Act and conflict specific advocacy.
- Provide logistical support to two PPWG subcommittees working on implementation of Elie Wiesel Genocide and Atrocities Prevention Act and conflict specific advocacy.
- Regularly update PPWG’s database and list-serv.
- Support FCNL’s Foreign Policy team’s social media, including through regular posts and tweets.
- Represent the FCNL peacebuilding policy program and Quaker priorities on Capitol Hill.
- Provide logistical and research support to the Experts Committee on Strategic Prevention.
- Perform other duties as assigned.

In addition to specific work on issue areas and/or outreach, participants in the Young Fellows Program are expected, on a regular basis, to assist in general programs of FCNL:

- Public information coverage, including responding to phone calls, emails, and voice mails from our constituents and providing building tours. Learning the scope of work done and the organizational structure of FCNL will be important.
- Annual Meeting and Spring Lobby Weekend participation and attendance as required by the organizers of these events.
- Support at Board Committee meetings held in the building, including food and coffee service, kitchen cleanup and other tasks that may arise.
- Travel to college campuses, yearly meetings and other locales for recruiting for Young Adult programs and for other events.

Experience and Attributes:

- Bachelor’s Degree
- Knowledge of peacebuilding, conflict analysis and resolution, atrocity prevention or other relevant concepts.
- Highly motivated and proven ability to manage numerous tasks and deadlines and ability to work in fast-paced dynamic environments.
- Excellent research, analytical, and writing skills.
- Collegial and consultative approach to preventing and solving problems.
• Readiness to take initiative and responsibility.
• Ability to work well in a team environment.

Preferred but not required:
• Familiarity with congressional procedures.
• Familiarity with and dedication to Quaker values and practices.
• Previous experience working in coalitions.

SALARY AND BENEFITS
Salary covers basic living expenses for the Washington, DC area. Benefits include fully paid health coverage, paid vacation and sick leave, and a public transportation or biking stipend. Young Fellows are responsible for making their own housing arrangements - FCNL does not cover the cost of housing.

APPLICATION PROCESS
A completed application will include:

• A cover letter telling us about yourself, why you want to work at FCNL and what experiences you would bring to advance the work of the organization.
• Transcript(s) from each post-secondary institution from which you hold a degree. (Transcripts may be unofficial. FCNL may ask for an official transcript at a later date.)
• Resume (including education, work, extracurricular, and volunteer experience).
• Two letters of recommendation from your references. Letters are due on the day that applications are due, January 6, 2020. Have your references send letters to Tonya Childers at tchilders@fcnl.org with the subject line “Recommendation: [applicant last name].”

Please send all applications and materials to jobs@fcnl.org with a subject line of “Young Fellow for Peacebuilding Policy.” The deadline to apply is January 6, 2020. Late or incomplete applications will not be considered.

For more information, contact Tonya Childers at tchilders@fcnl.org.

FCNL seeks to create a diverse workplace. We are actively soliciting applicants from different ethnic, racial and religious backgrounds.