



DC Peace Team

*Cultivating Nonviolent
Peacemaking and Resistance*

The DC Peace Team is about positive change and supporting the community. We are committed to unleashing the power of ordinary civilians to increasingly become nonviolent people by serving our communities using creative nonviolent skills, with a particular focus on unarmed accompaniment and protection.

The DC Peace Team lives this mission by:

- deploying unarmed civilian protection units
- providing training in key nonviolent skills
- facilitating restorative justice circles

We offer sessions for skills such as Nonviolent Communication, Bystander Intervention, Restorative Circles, as well as Unarmed Civilian Protection and Accompaniment. We have been a volunteer supported organization and are now hiring for our first paid position, Team Administrator.

Job Description

Team Administrator

Responsibilities

1. Work with volunteers to ensure a robust training schedule, proper coordination of trainers, registration forms, feedback forms, and communications with RSVP's/participants and manage interns.
2. Coordinate unarmed civilian protection deployments, training, and initiatives, including participation in Shanti Sena Network.
3. Upkeep of the website and monitor the social media strategy.
4. If there is time, perform outreach to organizations to communicate the DCPT offerings and track level of interest on an excel spreadsheet.
5. Take all four core modules (Nonviolent Communication, Active Bystander Intervention, Restorative Justice, Unarmed Civilian Protection) early on in the position, if not previously done so.
6. This position reports to the Director.

Qualifications

1. Dependable, consistent, encouraging, creative, and clear communicator.
2. Commitment to nonviolence and growing these habits within one's self, the organization, and the broader society.
3. Considerable experience working with staff. [1-2 yrs. suggested]
4. Experience in unarmed civilian protection and accompaniment.
5. Experience working with volunteers and interns is a plus.
6. Office software skills in Word, Excel, Google Docs as well as familiarity with or capacity for Paypal, Quickbooks, Facebook, Twitter and Mailchimp.

Hours: 20 hours per month (\$500 month)

Rate: \$25 per hour

**Please include 2-3 references*

*Please reply to sal.corbin@yahoo.com by Sept. 30th, 2020, with a resume and cover letter. In the letter, describe your previous job experience, what you can contribute and why you would like to work for the DC Peace team.