



**Objective:** *To oversee the Peace Education Program in a variety of settings*

**Reports To:** *Peace Education Program Communications Manager*

## Description

The role of Local Project Manager for the Peace Education Program is to develop, implement and oversee, on an ongoing basis, the activities of the Peace Education Program in his/her area. This entails creating a team of volunteers to facilitate and develop PEP locally, and filling the roles of Facilitator, Co-Facilitator, and support positions.

## Tasks

- Assemble a team of volunteers to facilitate, develop and operate PEP
- Fill the roles of Facilitator, Co-Facilitator and support positions
- Provide continuous training and support to team, and act as a conduit for information from PEP globally to team members
- Become familiar with all TPRF materials that relate to the Peace Education Program
- Maintain contact with the PEP Communications Manager and Director via monthly conference calls and regular emails
- Request and obtain PEP materials from the PEP Communications Manager and Director or TPRF website
- Make contact with an identified organization and complete its required application process
- Identify the person in charge of educational programs at local facilities. Develop relationships with them.
- Complete and submit an application to PEP at TPRF to present PEP at a specific place and start date
- Complete and submit an application to present PEP at each organization
- Make necessary arrangements for the PEP workshops to take place
- Ensure that records are maintained and statistics are submitted on provided forms to the PEP Communications Manager
- Debrief team on a weekly basis, and share with Communications Manager
- Maintain ongoing relationships with the contacts at the organizations, in order to address concerns and receive feedback

## Required Skills and Experience

- Clear communication skills; both written and verbal
- Organized and able to complete multiple tasks
- Responsible and consistent
- Good PR skills and experience
- Team builder
- Adequate computer/clerical skills
- Ability to delegate
- Project manager experience

## Time

- 4 hours per week
- One-year duration

## Application/Selection Process

Please send resume/CV and/or appropriate skills to [pep@tprf.org](mailto:pep@tprf.org) along with contact information and two references. Candidates will be interviewed by one or more PEP Managers.