



Objective: *To oversee the delivery of the Peace Education Program*

Reports To: *PEP Local Contact*

Description

The role of PEP Local Event Manager for the Peace Education Program is to ensure the professional delivery of the Peace Education Program in a variety of setting. This entails coordinating a team of volunteers responsible for the preparation and delivery of the PEP programs. This role may be combined with the PEP Local Contact role.

Tasks

- Manage a team of trained volunteers (Facilitator, Co-facilitator & AV support).
- Coordinate the physical set-up and distribution of materials prior to each PEP class.
- Provide written accounts of what participants share during the class and forward their comments to the PEP Local Contact.
- Become familiar with all TPRF materials that relate to the Peace Education Program.
- Request and obtain PEP materials from the PEP Local Contact or the PEP Help Desk: pep@tprf.org
- Debrief team on a weekly basis, and share with PEP Local Contact.
- Maintain a professional relationship with the contact(s) at the organization hosting the PEP program.

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 Commitment

- 4 hours per week
- One-year duration