



Objective: *To develop and manage local PEP activities*

Reports to: *PEP Operations Manager*

Description

The role of PEP Local Contact 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. This role may be combined with the PEP Local Event Manager role.

Tasks

- Assemble a team of volunteers to facilitate, develop and operate PEP.
- 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 Operations Manager via monthly conference calls and regular emails.
- Request and obtain PEP materials from the PEP Operations Manager or the PEP Help Desk: pep@tprf.org
- Make contact with an identified organization and complete its required application process
- Ensure that records are maintained and statistics are submitted on provided forms to the PEP Operations Manager: pepstatistics@gmail.com
- Debrief team on a weekly basis, and share with PEP Operations Manager.
- Maintain ongoing relationships with the contacts at the organizations, in order to address concerns and receive feedback.
- 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.



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