



PEACE FIRST

Executive Associate

Organizational Overview

Peace First was founded on a simple idea: if we are going to solve the world's greatest injustices, we must prepare this generation of young people with the skills and commitments to solve problems by connecting across lines of difference with compassion, standing up for ideals and others with courage, and creating collaborative change. This is what we call peacemaking.

Currently, there are 1.6 billion young people, ages 13-25, around the world. They care deeply about what's going on, they have boundless ideas on how to solve injustices and are ready to act yet seldom are they asked by adults what they think or, better yet, supported in bringing their ideas to life. Few have access to tools, mentors, and resources to turn their insights into reality. This is the divide we bridge.

Our unique approach is a blend of free digital resources and real-life programming, including leadership training and critical design tools. Every young person is afforded the choice to work with online mentors and subject matter experts, as well as garner peer-to-peer support from our peacemaking community. And every team that enlists in the Peace First Challenge is provided the opportunity to secure start-up funding in the form of \$250 mini-grants to help catalyze their ideas into reality. All of this takes place on the Peace First platform — the world's largest marketplace for youth-led social change initiatives.

A key element of our strategic plan is to build out our team of talented professionals. We actively recruit, retain, and develop a multicultural and dynamic workforce that effectively and efficiently meets the wide spectrum of young people's needs across the globe. We believe that an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for all employees.

To that end, we are seeking individuals who are excited about fostering this inclusive culture and working in an entrepreneurial environment where there is an immediate opportunity to have tangible impact on organizational direction and achievement. We are a team of individuals who thrive in an environment that embodies and celebrates the following:

- Possession of a deep belief in the ability of young people to create change
- Ability to adapt and apply skills to new and changing scopes of work
- Eagerness for more responsibility and exposure to new challenges
- Motivation to solve problems by taking initiative and trying new ways of doing things
- Enthusiasm for connecting others to our mission and providing them with powerful experiences

- Openness to working with others across diverse perspectives and backgrounds

Position Overview

At the core of our beliefs and work is the conviction that young people have the capacity to lead the social change that is desperately needed for us to have a more just and peaceful world. In order for us to achieve our long-term goal of supporting a movement of 2.5 million engaged, compassionate, and creative youth, young people must be at the center of our organizational work and we need to develop their leadership capabilities in ways that align with their passions and needs. Peace First is therefore launching a \$10 million Global Youth Investment Fund to activate and empower young people in peacemaking work. The Fund will provide the financial spark to support efforts for social change; add a mentoring accelerant to enrich the development of great ideas; and underwrite the catalyst -- resources -- to help the best initiatives grow. We are building an unlimited pool of ingenuity to solve the world's great problems. It will be the single largest investment in youth social action...ever.

Peace First is seeking an Executive Associate who will support our CEO's day to day work. Because much of our CEO's work will be focused on raising The Global Youth Investment Fund, this is an exciting position to join a collaborative and mission-driven team and play an important role in growing Peace First's impact around the world.

The Executive Associate plays a key support role in ensuring that others have what they need to be successful and that our constituents have a rewarding and meaningful experience. This is a great role for someone looking to gain experience in a social justice, entrepreneurial organization. A high degree of professionalism, customer service, and organizational skills are required, as well as the ability to work independently and with a team. Passion for continuous learning and development is essential. This position reports to the Chief of Staff and works closely with many members of the Peace First team, especially the development team.

Key areas of success will include a CEO whose work is effectively project managed and who is prepared for meetings and speaking engagements; efficiently scheduled meetings, travel and other logistics; constituents who feel well-served, respected and cared for in all interactions; timely, accurate recording of relationship management information in Salesforce database; smooth logistics for any events; and effective external communication.

Responsibilities

- Serve as a point of contact for the CEO to internal and external stakeholders
- Serve as an ambassador of the organization's mission to external constituents
- Manage CEO's calendar
- Schedule CEO's speaking engagements
- Coordinate CEO's travel plans
- In partnership with Chief of Staff, project manage CEO's priorities
- Track CEO meeting notes and follow up
- Manage CEO-assigned donors and prospects in Salesforce database

- Conduct research to develop and cultivate existing and new relationships with individual donors, foundations, corporations and other strategic partners for CEO's portfolio
- Support cultivation and stewardship of CEO's portfolio of donors and partners
- Collaborate with a team of internal stakeholders on donor and partner strategies
- Support Board of Directors meetings
- Work with events hosts to help ensure they have what they need for success
- Prepare collateral for CEO meetings and events
- Coordinate office supplies as needed

Key Skills and Experience

We understand that there are many paths to acquiring experience and therefore welcome candidates from diverse and nontraditional backgrounds for this role who have demonstrated equivalent transferable skills to carry out the major duties outlined in this job description.

Specifically, we are looking for candidates with:

- At least one year of administrative experience in a professional setting
- Excellent written and oral communication skills; demonstrated experience in the ability to communicate with and engage a wide range of audiences
- Superb attention to detail so that there is confidence that one's work will not need to be double checked for accuracy
- Curiosity about and interest in research: Can quickly uncover facts and are curious to pursue additional information with focus and the ability to draw insights from what is relevant
- Previous work in event planning, managing schedules, travel booking or other comparable roles that demonstrate organizational and project management abilities
- Ability to be flexible in a start-up environment where tasks and projects change quickly
- Ability to work independently as well as prioritize multiple tasks in a highly dynamic environment
- Experience in using Salesforce or a comparable database

All members of our team, regardless of role, should have these qualities and experience:

- Commitment to contributing to an overall organizational culture that is inquisitive, youth-centered, caring, and fun
- Belief in and leading with Peace First's core values of courage, compassion, and collaboration
- Commitment to supporting young people as they change the world for the better through peacemaking
- Capacity to integrate into all functional areas while autonomously leading one's work
- Proficiency in Google Drive, Docs, Sheets Gmail, etc.; Microsoft Office Suite (Word, Excel, PowerPoint)

Other Requirements

- Written and spoken fluency in English, including fluency in colloquial United States English. Candidates must be able to verify that they are authorized to accept employment in the United States.

Compensation and Benefits

This is a full-time position. Salary range is \$40,000-45,000. Peace First also offers a competitive and comprehensive benefits package.

Start Date / Location

Immediately/ Boston, MA (location is non-negotiable).

To Apply

To be considered for this position, please send a resume and cover letter documenting your strong fit with the job requirements to talent@peacefirst.org. Also please indicate how you learned of the opportunity. Attach files as Word or PDF documents and include "Executive Associate" in the subject line of your email. Applications will be reviewed on a rolling basis until January 31, 2019.

Peace First is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, gender identity, genetic information, military service, age, ancestry, or disability.